

Claudia Schlossberger

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I am a motivated, entrepreneurial and resilient individual passionate about diversity, inclusion and individuality within the legal industry. I am innovative and always looking to broaden my knowledge.

Legal Work Experience

Paralegal – Reynolds Porter Chamberlain

December 2019 - present

- Clear communication (written and verbal) with clients, colleagues and third parties
- Drafting letter of responses, instructions to counsel and experts, preparing bundles and witness statements
- Effective time management, prioritising and organising workload
- Understanding business strategy and solving problems along with challenges
- Exceeding expectations by going the extra mile by being proactive
- Preparing Statement of Costs (N260), Precedent H with Schedule of Assumptions and Precedent R
- Conducting legal research and summarising/searching articles for technology and professional financial risk teams
- Taking lead with collaboration, managing team meetings, training new joiners, encouraging team work and taking initiatives with objectives and goals
- Conducting Collateral Warranty, Appointment and Novation reviews for multiple clients
- Completing DSAR reviews

Paralegal – Shoosmiths

April 2018 – November 2019

- Recovering clients' goods or outstanding balances within the Asset Finance department
- Effective prioritising of tasks to meet deadlines such as SLA requirements
- Negotiating with fair outcomes with customers on behalf of clients through incoming and outgoing calls using clear communication
- Dealing with enforcement litigation such as Return of Goods Orders, Attachment of Earnings, Warrants of Control and Charging Orders
- Issuing claim forms, drafting particulars of claim, witness statements, obtaining County Court Judgments and compiling bundles
- Training new joiners and encouraging team work and collaboration to achieve goals and targets

Volunteer – Citizens Advice Bureau Northampton

July 2019 – September 2019

- Providing clear advice to clients on various legal matters
- Conducting research on relevant law
- Creating minutes of meetings and receiving training and feedback from solicitors

Student Advisor – Legal Advice Centre, Greenwich

July 2017 – April 2018

- Taking initial instructions from clients regarding employment, small business (including intellectual property) and family disputes
- Attending advice sessions and taking minutes of the meetings
- Drafting letters of advice, attendance notes and undertaking relevant research
- Filling in potential client forms in triage sessions
- Organising and finalising client files
- Training new students and managing time effectively
- Becoming a student mentor

Volunteer – Kesar and Co Solicitors

June 2016 – September 2016

- Communicating with clients through telephone and via correspondence
- Contacting different institutions regarding clients' issues within their prison sentence
- Reporting back to supervisor and receiving feedback

Ethics in Legal Training and Practice by SRA

February 2018

- I have attended a talk by Nick Eastwell about the Ethics in Legal Training and Practice, which enabled me to understand the requirements of a solicitor by the Solicitors Regulations Authority. Attending this presentation widened my knowledge in regarding to the ethics within the law profession

Training day – Womble Bond Dickinson

November 2017

- This training day provided an insight for small business law, which enabled me to understand different aspects of intellectual property. I was able to apply what I have learnt in my later legal advice sessions with real clients.

Insight day – Clifford Chance

July 2014

- I was successful in becoming part of John Mann Summer School, which involved visiting some of the biggest companies in London including Clifford Chance. I gained valuable insight into life as a solicitor after spending whole day at Clifford Chance.

Non – Legal Work Experience

Administrator – John D Wood and Company

December 2017 – April 2018

- Booking viewings for both sales and lettings departments
- Dealing with applicants and landlords over the phone as well as face to face
- Registering new applicants
- Sending property reports to vendors
- Creating new and organising current files
- Photocopying, printing and scanning documents

General Assistant – Brewers and Sons

October 2016 – December 2017

- Providing customer service and dealing with customer enquiries
- Ordering and accepting deliveries
- Gaining confidence in dealing with customers over the phone

Supervisor – Frankie and Benny's

April 2012 – August 2016

- Managing staff in a busy fast paced environment whilst making sure the targets are met
- Increased sales by promoting the restaurant via social media
- Training new employees and supporting staff
- Dealing with complaints and solving disputes
- Dealing with large amount of cash proving reliability and trustworthiness

Qualifications

University of Law

September 2018 – present

- Legal Practice Course with LLM – predicted Distinction
- Chosen electives: Mergers and Acquisitions, Insurance Law, Commercial Dispute Resolution Law and Practice, Family Law
- Currently competent at first attempt at all non-weighted subjects

University of Greenwich

September 2014 – June 2018

- LLB (Hons) 2:1
- Year 3 subjects: Equity and Trusts (71%), Legal Work Placement (74%), Family Law (69%) and International Law (64%)

Lyng Hall School, Coventry

September 2011 – June 2014

- A level and BTEC – Business (A*), Sociology (B), Psychology (C), (320 UCAS points)
- EPQ (AS level) – How and why have divorce rates changed in the UK? (A) (60 UCAS points)
- Volunteering project (50 UCAS points)

Lyng Hall School, Coventry

September 2008 – July 2011

- GCSE's – 10 A-C's including English and Mathematics

Achievements and interests

- Languages – I am able to speak and write in Czech, Slovakian and can understand Polish
- Achieved 100% pass rate on call quality at Shoosmiths
- Selected for John Mann Summer School in 2014; which involved visiting the Parliament along with many other institutions in London
- Receiving positive feedback from associates at current firm
- Exploring new cultures and cities
- Keeping updated with politics and current affairs in the world
- Staying active, particularly by inline skating and running
- Reading, favourite book - Of Mice and Men by John Steinbeck