# Michael Munn

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# Professional Summary

# Experienced legal professional with extensive paralegal experience across a variety of areas including financial litigation, general corporate work, mergers and acquisitions and tax litigation.

# Currently seeking a first role in Legal Technology. I am currently undergoing a coding bootcamp at University of Manchester learning languages such as JavaScript, CSS and HTML. Additionally, having used technologies such as Kira, LexisDraft and Relativity previously as a paralegal I feel I could add real value in participation in the deployment and development of legal technology.

# Education

## University of Law, Leeds: Legal Practice Course (LPC) with MSc in Law, Business and Management, Commendation September 2016 - July 2017

* Results: Stage 1 – Business Law in Practice (66%), Dispute Resolution (52%), Property Law in Practice (64%), Professional Conduct and Regulation (90%), Solicitors Accounts (66%) and Wills (60%)

Stage 2 – Banking & Debt Finance (63%), Public Companies Law (77%), Mergers and Acquisitions (74%), Law and Business (55%)

## University of Liverpool: LLB (Hons) Law, Upper Second-Class September 2013–June 2016

* Third Year: Company Law (74%), Financial Services Law (70%), Commercial Law (67%), International Law in Current Affairs (66%), Banking Law (65%), Advertising Law and Consumer Protection in the European Union (64%), Legal Fundamentals of the World Economy (60%), Human Rights and International Practice Law (58%)
* Second Year: Law and Social Justice (70%), European Union Law II (65%), European Union Law I (65%), Equity & Trusts (62%), Land Law (55%)
* First Year: Contract Law (74%), Public Law I (70%), English Legal System and Skills II (68%), Criminal Law (67%), English Legal System and Skills I (67%), Public Law II (65%)

## Northallerton College, Northallerton, North Yorkshire September 2008–July 2013

* A-Level: English Literature (A), Geography (A) and History (A)
* GCSE: Geography (A), English Literature (A), English Language (A), History (B), Double Award Science (B), RE (B), PE (B), Citizenship (B), Mathematics (C), French (C)

# Legal Work Experience

**Paralegal, Keller Lenkner, Manchester June 2021 – September 2021**

* In my role at Keller Lenkner, I helped to manage a commoditised litigation caseload of Plevin (PPI) claims. I was responsible for assisting in the timely issuing of this voluminous load of small claims to the county court.  
    
  Among other tasks, I dealt with queries from clients and opposition solicitors. I was responsible for ensuring all details were correct on our file management system, generating our court pack and issuing it to the court. I was also utilised to make sure all documents related to the case were on our system and that our clients had been properly verified. I also verified client documents to ensure that we had a case and gather the information that our valuation for damages would be based on.

**Sigma Law Specialist, Elevate (dedicated to Reed Smith), Leeds November 2020 – May 2021**

* I was a Sigma Law Specialist dedicated to Reed Smith and based in the Global Solutions Leeds Office. I was dedicated to dispute resolution and I was entrusted to co-lead a team for a complex document review with approximately 15 temporary paralegals and perform quality checks on colleagues’ work after only a few months in the role. This speaks volumes as to the efficiency and quality of my work using e-discovery platform relativity and when conducting document review in general. Furthermore, I was trusted to conduct second level reviews. I am a very experienced and capable document reviewer with extensive experience of the use of searches on relativity. I only left this role as I had a chance to join the previous manager and team I had worked with at Muldoon Britton.

**Paralegal (temporary contract), Muldoon Britton, Manchester July 2020 – September 2020**

* I was previously a paralegal at Muldoon Britton. I was responsible for assisting in the timely issuing of a voluminous load of small claims to the county court.  
    
  I was responsible for ensuring all details were correct on our file management system, generating our court pack and issuing it to the court. I was also utilised to make sure all documents related to the case were on our system and that our clients had been properly verified. This required great attention to detail as often incorrect details or even verification documents had been uploaded to our systems so it was vital to spot these issues.  
    
  I feel this will be a valuable experience. For instance, by being part of a smaller boutique firm, I have been exposed to more of the processes which make a law firm tick which I would not have gained an insight into at a larger firm.

**Paralegal (temporary contract), Bryan Cave Leighton Paisner, Manchester March 2020 – March 2020**

* I assisted on a large real estate project in connection with a large infrastructure project. The project involved pouring through the leases and land registration documents of dozens of public bodies and then updating this into a virtual data room. This data room was then going to be used to populate the documentation used to transfer the leases to one centralised public body.

The project required me to work to a very tight deadline, prioritise my time effectively, and work both efficiently and accurately.

**Tax Litigation Paralegal, Stewarts Law, London June 2019 – November 2019**

* At Stewarts, I was a tax litigation paralegal working under the close supervision of a top partner in the area. I was responsible for updating our department calendar, organising meetings, keeping minutes. addition to creating bundles for barristers and court and conducting legal research. This ensured that our department ran smoothly and by holding myself to the highest possible standard when preparing bundles, I ensured that the firm’s excellent reputation was maintained and enhanced externally.  
    
  I found our indirect tax cases to be conceptually challenging and the arguments my supervising partner would develop to challenge HMRC’s interpretation of VAT legislation thrilling and confusing in equal measure. I enjoyed and appreciated him frantically searching through his well-worn copy of Butterworth’s Tax Legislation to explain the logic behind the arguments we would run.

**Legal Solutions Specialist, Freshfields Bruckhaus Deringer, Manchester September 2017 – June 2019**

* At Freshfields, my role varied greatly. Among many other tasks, I assisted with document review in preparation for disclosure in large commercial litigation cases defending major multinationals and financial institutions or on competition cases where either the CMA or the European Commission had requested disclosure before they investigated a proposed merger. I was part of a document review team for one of the largest civil litigation cases of 2019 and I was trusted to be a second-level reviewer quality checking colleagues’ work. Additionally, I performed due diligence tasks on a variety of corporate documents, managed data rooms, drafted board minutes and conducted transactional checks usually in preparation for a takeover or a company refinancing.

# Voluntary Experience

**StreetLeeds, Leeds September 2016 – March 2017**

* I volunteered to give presentations regarding everyday legal concepts as part of a team to community groups in Leeds. I was part of a team of four and we gave presentations on topics such as employment rights and the different legal mechanisms used to run a business.  
    
  I decided to do this both to improve my public speaking and presentation skills. Additionally, I wanted to give back, as I grew up in a disadvantaged household and saw my mum struggle, and I know that she would have appreciated some guidance with employment rights.  
    
  This opportunity enhanced my team working and leadership capabilities, as being the most senior member of the team I grasped the mantle to lead the team. Furthermore, our team ensured collectively that the pertinent points were covered and the work was properly delegated.

References available upon request