

LAILA KHAN
07964542348 Lailat77@aol.com

PERSONAL SUMMARY

An ambitious, focused and committed law graduate I am currently studying a Legal Practice Course with a Masters in Law at BPP University and I am looking towards the next steps in furthering my career in the legal field.

My previous work experience has allowed me to develop transferable skills that are ideal for working in a legal environment. The constant developing nature of these previous roles has allowed me to be able to adapt to new and changing situations, further my negotiation and listening skills and work well in team situations as well as develop excellent communication skills and client care skills. I am keen to continue learning and acquiring new skills whilst also gaining practical work experience.

EDUCATIONAL HISTORY

BPP UNIVERSITY, LPC WITH LLM

2023 –

- Business Law and Practice – 74%
- Property Law and Practice – 72%
- Litigation – Conditional
- Competent in all areas of legal skills

LANCASTER UNIVERSITY, LLB Hons

2019-2022

- Achieved first class degree.
- Modules included: Intellectual Property (100%), Law of Torts (80%), Family Law (80%) and Civil Litigation and Dispute Resolution (78%).

CARDINAL NEWMAN COLLEGE, A LEVELS.

2016-2018

- 3 A-Levels achieved.
- Spanish (A).
- Biology (C)
- Law (B)

ST WILFRIDS CHURCH OF ENGLAND ACADEMY, BLACKBURN

2011-2016

- 9 GCSEs obtained.
 - Geography (A), German (A), Child Development (A), Religious Education (A*), Core Science (A), Additional Science (A), English Language (A), English Literature (A), Mathematics (B).
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WORK HISTORY

MAC COSMETICS**MAY 2021- JULY 2023**

My previous role at MAC Cosmetics includes advising on and selling cosmetic products. My responsibilities included responding to customer queries, maintaining an attractive display of cosmetic products, having extensive knowledge of beauty products, skincare products and cosmetics as well as applying beauty products.

ASDA**MARCH 2021-MAY 2021**

My duties included serving customers, dealing with any queries, keeping the shop floor clean and making sure products were displayed correctly.

DEBENHAMS –**TOPSHOP****JUNE 2020-JANUARY 2021**

My duties included working efficiently as a large team, serving customers, handling cash and ensuring products were displayed correctly.

DOROTHY PERKINS**SEPTEMBER 2017- JANUARY 2021**

My responsibilities included learning how to serve customers, displaying clothing items accurately, working on the tills, helping customers find products.

EXTRA - CURRICULAR ACTIVITIES**WORKSHOP****2022**

Workshop attended with Richard Farnhill, Allen and Overy Partner and Deputy High Court Judge. This workshop focused on the future of litigation with regards to Artificial Intelligence and Legal Technology.

VIRTUAL EXPERIENCE PROGRAMME**2019**

Kennedy's Virtual Experience Programme on Forage. This included completing tasks such as drafting memos on the effect of a "force majeure" clause, assisting with a client pitch presentation and leaving voicemails for clients.

JUNIOR LAWYERS AGAINST POVERTY**2020-2022**

This organisation started on the Lancaster campus in 2020. The primary goal was to reduce poverty by providing access to justice and legal education. I thoroughly enjoyed actively participating in and helping to organise the activities that intended to raise awareness of legal injustices occurring throughout the world and raising the funds to help address the issue of lack of access to legal aid.

VOLUNTEERING

FACES NON-PROFIT ORGANISATION

JULY 2016

LAS MARIANITAS ORPHANAGE ECUADOR

JULY 2016

KEY SKILLS

- Proficiency in all areas of Microsoft Office
- Able to speak and write fluent Spanish and English
- Written and verbal communication skills
- Logical, analytical, research and writing skills
- Reliable to work independently as well as in a team
- Enthusiastic, driven and motivated to achieve their best as well as acquire new skills.
- Organising and prioritising workloads- successfully combining studying, volunteering and working part time.
- Exceptional interpersonal aptitude: quickly able to establish a rapport with people from diverse backgrounds at a professional level.

REFERENCES AVAILABLE UPON REQUEST.