

Jess Robinson

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I am dedicated to utilising my working hours to make a difference to your company, understanding individuals like myself are the driving factor in success to your company.

Work Experience

Senior Caseworker

Ministry of Justice UK-Liverpool

January 2024 to Present

Primarily consisting of assessing complex applications for Legal Aid. This consisted of assessing complex housing cases where the matter progressed to trial. Including other responsibilities such as building relationships with stakeholders, assessing team caseworker performance, quality controlling work, training and mentoring of new staff members, giving guidance to staff members on applications for Legal Aid and engaging in caseworker development processes.

Caseworker

Ministry of Justice UK-Liverpool

February 2023 to January 2024

Including processing standard applications for Legal Aid, meeting targets for workflow, dedicating time per week to create and send quarterly newsletters and reports, corresponding with solicitor firms on performance to Legal Aid submissions and analysing data on solicitor firm performance.

Marketing Assistant

Matec Plant UK-Preston

February 2022 to February 2023

Management of social media, design and send of email campaigns to 5,000 subscribers, creation and upload of advertisements, generating weekly reports on marketing performance and undertaking relevant administration duties associated with supporting the CEO.

Personal Assistant

1st for Mediation-Wirral

March 2020 to February 2022

A highly confidential role working as an assistant to the director. Undertaking diary management, creating new systems for filing of confidential documents, including the continued management of the systems, attending meetings, minute taking, corresponding with client's and other staff members of the firm to book appointments, complete legal aid auditing of files and often share receptionist duties when required due to leave of other staff members.

Volunteer Project Coordinator

Holmwood Farm-Wirral

March 2015 to March 2020

Assigned a project to revamp a non profit organisation supporting farm animals, into profit and thereafter become a registered charity. Attending business network meetings, building relationships and corresponding with stakeholders, creating new charity initiatives, management of social media channels, creation of new advertising such as a website platform, and recruiting other volunteers to join the project. This lead to a profitable registered charity within 5 year period of volunteering.

Education

A Level in Geography

Neston High School and Sixth Form
September 2020 to July 2022

A Level in Religion, Ethics and Philosophy

Neston High School & Sixth Form
September 2020 to July 2022

A Level in Health & Social Care

Neston High School & Sixth Form
September 2020 to July 2022

GCSE in English, Maths, Science, Geography, Religion, Child Development and Dance

Neston High School & Sixth Form
September 2015 to July 2020

Skills

- Organisational skills
- Microsoft Office
- Leadership
- Team Player
- Verbal and Written Communication
- Decisive
- Problem Solver
- Analytical

Certifications and Licenses

Driving Licence

August 2021 to Present

Additional Information

The above experience is a brief description of the work I have undertaken that has developed me into the person I am today, acquiring a range of skills I would be grateful to have the opportunity to go into further detail with you on at interview.