

Hannah Callan

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Key Attributes	<ul style="list-style-type: none">• Highly organised, conscientious individual with a strong work ethic and positive attitude• Always willing to go the extra mile and aspire to be part of a successful company where I am encouraged to learn and undertake new challenges
Education and Training	<p>April 2016 - Legal Services Guild Barrister Intermediary - <i>Estate Planning, Inheritance Tax Planning and High Net Worth Planning</i></p> <p>2012 – 2015 - Manchester Metropolitan University BA(Hons) Criminology (2:1)</p> <p>2010 - 2012 - Bacup and Rawtenstall Grammar School Business Studies – B, Psychology – B, Sociology – B, English Language – C, Critical Thinking – C,</p> <p>2010 - 2011 Lancashire Constabulary Police Cadet</p> <p>2002 – 2007 – All Saints Catholic Language College 10 A*-C</p>
Current employment	<p>May 2020 – Present Vicky Callan Interiors</p> <p>Design Co-Ordinator and Interior Designer Managing a range of high end residential and commercial projects from estimation through to installation. Main duties include:</p> <ul style="list-style-type: none">• Conduct initial meetings and site visits with client's• Design and prepare client proposals, and create digital layout plans and visuals using SketchUp and Canva• Manage day to day running of projects, develop and maintain accurate project timelines, checklists and reports• Purchasing of products and materials with UK and International based suppliers ensuring budgets are maintained and that goods are delivered on time• Effectively manage subcontractors to facilitate efficient project execution• Liaise with subcontractors ensuring that designs meet technical and regulatory requirements and ensure adherence to health and safety regulations• Conduct site visits to monitor progress, identify and resolve issues promptly and professionally• Input accounts data on to Quickbooks software• Attend external meetings and events including networking events, charity events and trade shows to develop new business opportunities <p>Social Media Marketing</p> <ul style="list-style-type: none">• Create and execute engaging, informative and sales-driven social media content and digital marketing strategies in line with our brand image and company values using Adobe Rush and Canva• Monitor social media channels, respond to comments and messages, and foster positive interactions with our audience• Use analytics tools to track content performance and optimise strategies for maximum reach and impact• Write original high-quality articles for external publication including, Lancashire Life and The Lancashire Journal
Previous employment	<p>May 2018 – May 2020 ConParalegal - Donald Race and Newton Solicitors</p> <p>Main duties included:</p> <ul style="list-style-type: none">• Carrying out effective and efficient chargeable work for all areas of residential and commercial property work with little direction

	<ul style="list-style-type: none"> • Respond to queries and issues requiring a good legal understanding effectively to advance each case • Manage the day-to-day progress of each case, prioritise caseload, monitor deadlines and actions needed • Drafting all legal documents and correspondence • Liaise with solicitors, estate agents, developers and banks to facilitate transactions • Regularly update clients and third parties, answering queries, managing expectations (including costs), providing updates, and effectively chasing responses required and escalating appropriately • Drafting and submitting the relevant applications to the Land Registry • Drafting and submitting Stamp Duty Land Tax submissions
Previous employment	<p>August 2017 – May 2018</p> <p>Conveyancing and Private Client Paralegal - Clifford Smith and Buchanan Solicitors</p> <p>Main duties included:</p> <ul style="list-style-type: none"> • Managing a caseload of approximately 100 clients alongside another colleague from initial instruction through to completion • Drafting all legal documents and correspondence • Correspond with third parties, answering legal enquiries and dealing with any requests • Meeting with clients to sign and execute relevant legal documents
Previous employment	<p>December 2016 – August 2017</p> <p>Patent and Trademark Legal Secretary - Wilson Gunn Patent & Trade Mark Attorneys</p> <p>Main duties included:</p> <ul style="list-style-type: none"> • Providing administrative support to senior fee earners • Monitoring important Patent and Trademark deadlines both in the UK and Internationally • Managing diaries and workflow for fee earners • Preparing and filing Patent, Trademark and design applications • Preparing invoices and ensuring that fees are charged out promptly • Audio typing and completing standard legal documents
Previous employment	<p>February 2014 - December 2016</p> <p>Barrister Intermediary and Paralegal - Hayden Solicitors Limited</p> <p>Main duties included:</p> <ul style="list-style-type: none"> • Managing a caseload of around 50 clients, meeting with clients in their homes around the North West of England • Taking instructions and advising on Wills, Trusts, Lasting Powers of Attorney, Deputyship Orders and Probate • Considering the clients tax position, advising on how they can preserve their wealth, the Nil Rate Band and advising on how to reduce any Inheritance tax liability • Effectively assessing the Mental Capacity of the client and taking the appropriate action if required in a sensitive manner • Drafting the appropriate legal documents and meeting with clients to execute them in the correct formality • Assisting Counsel and supporting clients at court when called upon to do so. To then report back to the fee earner and write a formal report of the events in Court
Previous employment	<p>December 2011 – 2014 - Customer Assistant</p> <p>Tesco Rawtenstall, Bocholt Way, Rawtenstall, Rossendale, BB4 6DB</p>
Previous employment	<p>2009 – December 2011 – Waitress</p> <p>Café Tor, Park Mill, Holcombe Road, Helmshore, Rossendale BB4 4NP</p>
References	Available on request.