

# Baoyi Situ

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## Summary

I am a knowledgeable and enthusiastic person with a background in legal studies, and keen to expand my experiences within the legal profession to further develop my legal skills and gain practical experience.

## Education

### **September 2021-2023: The University of Law (Manchester)**

- Certificate of Higher Education in Law

### **September 2019-2021: Xaverian college (Manchester)**

A-Levels

Law (A), Psychology (B), Sociology (B)

### **2014-2019: Failsworth High School (Manchester)**

GCSEs: 8 including Mathematics and English

## Legal Experience

### **2022-2022: Small Business Advice Line (SBAL)**

I participated in the Small Business Advice Line (SBAL) run by The University of Law. In this clinic, my responsibility was to listen and observe the process of a solicitor giving non-legal advice to a client who some issues regarding a dispute in his small photography business. I had the opportunity to practise some skills taught to me in my lectures and apply them to this scenario such as keeping minutes and case summary.

Key Responsibilities:

- Observing solicitors give non-legal advice to a client who was experiencing a dispute in their small business
- Summarising the case details; what happened, potential legal issues, potential solutions for fellow students
- Took minutes of the meeting, client, and case details
- Summarised the case and filled forms to be sent to the solicitor
- Practised client confidentiality and data protection guidelines

## Work Experience

### **Summer 2023-2023: Activities Coordinator at New College Group**

I was responsible for planning and facilitating activities for a summer camp, ensuring it was carried in accordance with safety guidelines.

- Facilitated smooth running of programmes by preparing activity-related documentation for 200-300 students.
- Managed safety concerns and adhered to all compliance requirements.
- Performed sports coaching, delivering high-energy, fun, and inclusive sessions for students regardless of level and ability.
- Completed and filed daily records, accident and incident forms, and records of plans and routines.
- Strategically scheduled activities to make best use of resources and maximise engagement.

**Summer 2022-2023: Activity Leader at New College Group**

I provided key support for my activity manager through administrative assistance and reporting any concerns to relevant senior staff.

- Supervised age-appropriate games, language, and playground activities, reinforcing learning concepts to boost skill development.
- Organised activities for students and created welcoming, supportive environments to encourage participation.
- Escorted groups on trips, led walking tours and provided students with information about main sights.
- Participated in adequate planning for on- and off-site activities and excursions.
- Adhered to safeguarding guidelines outlined in training

**Voluntary experience****2018- Present: Personal Assistant at Wong Kwok**

I provided some legal administrative assistance for my mother's business. I was tasked with using Google Docs and Google Drive to edit menu items/prices and ensuring all staff had access to relevant documents and information.

My key responsibilities were:

- Checking and opening mail, enabling prompt response to correspondence, bills, and invoices.
- Email and phone enquiries, responding to clients
- Organising personal and professional calendars, supplying timely reminders of upcoming meetings and events.
- Offering continuous assistance with photocopying, scanning and basic clerical support to help staff maintain smooth workflow.
- Completing data entry projects, verified accuracy, and assigned classifications to information.
- Legal tasks: signing contracts with clients on my mother's behalf

**Licenses and Certificates**

2023: Excel Essential Training- Microsoft