

Shivani Parekh

Blackburn

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Personal Details

Eligible to work in the UK: Yes

Highest Level of Education: Master's

Industry: Legal

Work Experience

Magistrates Court Witness Support

Citizens Advice Bureau - Preston

December 2022 to Present

This role entails attending the Magistrates court once a week where I volunteer to support Witness' who are going to give evidence in court. This has been a very rewarding role being able to see that the smallest act of kindness and support can help people to find the confidence to gain the justice they deserve. My daily tasks include ensuring Witness' are kept safe from Defendants, this may be done by patrolling the area and choosing a safe route for the Witness to enter the court to ensure they are not placed in a dangerous or vulnerable situation. I am also responsible on behalf of the Crown Prosecution Service for obtaining consent, upholding confidentiality and release them from their duty.

Sales Assistant

Cake Box - Liverpool

August 2021 to December 2021

- Opening and closing kiosk
- Working independently
- Organising displays
- Working on the till
- Serving customers
- Handling food
- Maintaining food hygiene
- Managing the receiving, processing and dispatch of orders
- Contacting customers on behalf of the company

Bar Staff

hap Solutions Group - Warrington

August 2021 to August 2021

- Working in a very fast paced environment (including Creamfields Festival)
- Bartending
- Working on the till
- Restocking empty stock

- Dealing with customers who are under the influence

Amazon Warehouse Operative

PMP Recruitment - Leyland

June 2021 to August 2021

Whilst working at Amazon I have learnt to work in a very fast moving environment as one mistake can jeopardise the whole production. This job has taught me how to adapt to changes and learn new skills quickly as a new task is assigned each day.

- Maintained a safe working environment
- Carried out transactions with drivers
- Staged shipments
- Trained numerous new hires
- Picking assigned parcels
- Diverting parcels

Part Time Sales Assistant

Blackburn Market - Blackburn

May 2019 to August 2019

- Greeting customers and providing them with advice on the stores products and services
- Stocking shelves with merchandise
- In charge of observing changing rooms for suspicious behaviour of customers
- Being involved in stock control
- Helping to keep the store tidy

Nursery Assistant

Muddy Puddles Nursery - Bury

July 2017 to August 2018

- Assisting children with their activities including educational and artistic projects
- Supervising children within the faculty as well as during outdoor activities
- Helping prepare snacks and meals
- Responsible for organising materials for the next activities and cleaning up messes
- Resolving conflicts between children
- Helping to maintain a safe environment
- Keep and update records

Modelling

Eurokids Modelling Agency - Warrington

2011 to 2014

Education

Master's in Legal Practice Course with LLM

The University of Law - Manchester

September 2022 to July 2023

Bachelor's in LLB Law(Hons)

Liverpool John Moore's University - Liverpool

September 2019 to June 2022

3 A Level's in Law, Sociology, Business

Cardinal Newman College - Preston

September 2017 to June 2019

9 GCSE's in Grade 5 English Language and Literature, 4 Maths

Westholme School - Blackburn

September 2005 to June 2017

Skills

- Excellent Marketing Skills
- Fluent in English and Gujarati
- Fantastic Interpersonal Skills
- Ability to work under pressure
- Self Motivated
- Flexible and can easily adapt to change
- Good team player
- Detail Orientated and Organised
- Friendly and Enthusiastic
- Proficient with Microsoft
- Customer Service
- Fashion
- Picker Packer
- Warehouse Experience
- Bartending
- Sales administration
- Time management
- Communication skills
- IT
- Legal research (4 years)
- Critical thinking (4 years)
- Legal drafting (1 year)
- Legal issues (4 years)
- Commercial awareness (4 years)
- SRA Account Rules (1 year)

Languages

- English - Expert
- Gujarati - Fluent

Certifications and Licenses

Bronze Duke of Edinburgh Award

October 2016 to Present

OCR Business enterprise and marketing award

May 2016 to Present