

# Lau Tsz Wa (Wallace)

📍 Heathfield, 60 Lancaster Rd, Salford, M6 8AW (Willing to relocate)

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With the Right to Work in UK by BN(O) Visa

## Personal Statement

As a professional, reliable, and Distinction LPC-graduate paralegal, I am seeking a paralegal position in the UK to further develop my legal career. My experience as a paralegal has provided me with strong research, drafting, organisational, and case management skills, enabling me to support legal teams in case handling. Additionally, my background as a Division Manager in the overseas financial services industry enhances my ability to offer practical, client-focused solutions, facilitating legal teams in client liaison and networking. I am well-equipped to assist clients from diverse backgrounds and am eager to continue advancing my legal career in the UK.

## Skills

- Excellent case management, legal document drafting, client liaison, and legal research skills
- Trilingual: Fluent in English, Native in Cantonese, and Fluent in Mandarin
- Strong communication and presentation skills, both written and verbal
- Proficient in Clio (Case Management) and MS Office, including PowerPoint, Word, and Excel
- Ability to work effectively under pressure and manage a high caseload

## Legal Experience

Student Adviser

**BPP Legal Advice Clinic (Family)**

*Volunteer work for providing legal advice to clients under supervision*

November 2024 – Present

United Kingdom

### - Pro Bono Legal Support on Family Matters:

- Drafted letters of advice for clients on issues such as child arrangements and financial matters, under the supervision of qualified solicitors.
- Conducted legal research to provide accurate and informed advice.

### - Client Meeting:

- Reviewed client documents and collaborated with solicitors to prepare relevant questions before meetings.
- Attended client meetings alongside a fellow student adviser and a qualified solicitor.
- Prepared detailed attendance notes following meetings.

Paralegal

**Wan and Leung, Solicitor**

*Legal specialist in Personal Injury Claims, Matrimonial issues and Private Client matters*

May 2023 – July 2024

Hong Kong

### - Legal Advisory Support:

- Assisted supervisors/lawyers in providing personal legal advisory services, conducting research, and composing legal documents, including Witness Statements, Form E, and Particulars of Claim.
- Improved client satisfaction by implementing tailored legal solutions, resulting in a 10% increase in positive feedback.

### - Client Case Management:

- Facilitated 40+ clients in drafting court documents, letters of advice, wills, powers of attorney and estate planning documents, exceeding task completion rates by 10%.

### - Client Meeting:

- Arranged client meetings or telephone meetings (3-4 meetings per week) to gather relevant details for preparing court documents or for estate planning and Will drafting.
- Collaborated with solicitors to review drafts, analyse any missing details, and create a case dashboard to consolidate key points.

- **Legal Research and Analysis:**
  - Conducted comprehensive legal research, analyzing statutes, case law, and client documents to support legal case preparation and provide informed advice.
- **Attending hearing:**
  - Provided assistance to solicitors during court hearings (1-2 hearings per week), including note-taking at trials, and preparing bundles.
  - Helped clients manage pre-hearing stress by briefing them on the court process in simple terms and addressing their concerns to ensure clients felt prepared and supported before entering the court.

## Non-legal Experience

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|----------------------------------------------------------------------------------|-------------------------|
| Division Manager                                                                 | August 2019 – June 2023 |
| <b>IPP Financial Advisers Limited</b>                                            | Hong Kong               |
| <i>Specialist in comparing a wide range of investment and insurance products</i> |                         |

- **Business Development and Client Acquisition:**
  - Spearheaded the business development lifecycle, achieving a top 5% sales ranking through strategic lead generation and successful deal closures.
  - Developed and utilized a CRM dashboard to track and analyze KPIs, resulting in a 20% yearly increase in performance.
- **Client Relationship Management and Portfolio Analysis:**
  - Supervised customer retention and cross-selling efforts, increasing average deal sizes by 10% and extending customer lifetime value.
  - Implemented client dashboards to analyze fund performances and global financial trends, resulting in optimized investment portfolios and a client retention rate exceeding 95%.
- **Training and Knowledge Development:**
  - Created comprehensive training materials and organized internal workshops attended by over 100 colleagues, enhancing team members' financial acumen and market knowledge.
  - Delivered informative lectures on insurance and investment strategies, updating colleagues with the latest global financial news and trends.

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|---------------------------------------|-----------------------|
| Senior Wealth Management Advisor      | July 2017 – June 2019 |
| <b>Convoy Financial Services Ltd.</b> | Hong Kong             |

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## Education

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|----------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Legal Practice Course (Postgraduate Degree) (Distinction)                                                                        | September 2022 - July 2024 |
| <b>BPP University</b>                                                                                                            | London, United Kingdom     |
| The electives selected: Medical Negligence and Personal Injury; Private Client (Wills Probate & Estate Planning); and Family Law |                            |

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|------------------------------------------|----------------------------|
| Postgraduate Degree in Law (Distinction) | September 2020 - July 2022 |
| <b>BPP University</b>                    | London, United Kingdom     |

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|----------------------------------------------------|----------------------------|
| <b>The Chinese University of Hong Kong</b>         | September 2013 - July 2017 |
| Bachelor of Science (Food and Nutritional Science) | Hong Kong                  |

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**Interest:** Boardgames (Including Terraforming Mars, Ark Nova, Gaia Project etc); Badminton  
**Notice period:** Immediately  
**References available upon request**