

Ella Palmer

Legal Professional

ABOUT ME

Energetic and experienced legal professional. Passionate about improving legal services, helping Clients and progressing own knowledge and expertise.

Currently on the solicitors degree apprenticeship course, looking for a new employment opportunity to progress my legal career.

EDUCATION

University Of Central Lancashire

Legal Practice, LLB (hons) - Year 1 Complete

Contract Law (74/100 & 68/100)
Skills For Lawyers (65)
English Legal System (65)
Public (TBC)
EU Law (TBC)

All Hallows Catholic High School

2016 - 2021

- Biology: 8
- Chemistry: 7
- Physics: 7
- Maths: 7
- English Literature: 7
- English Language: 6
- Religious Education: 5
- Art: 7
- Performing Arts: Distinction *

Hutton Grammar School - Sixth Form

2021 - 2023

- EPQ: B
- Psychology: C
- Biology: D
- Chemistry: D

Extra Curricular Activities

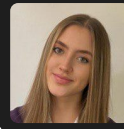
- Level 3 Diploma - Commercial Law: 2024
- Bronze Duke of Edinburgh Award: 2021
- Air Cadets Corporal: 2020 - 2022
- Bronze Wings: 2021
- Electro Acoustic Guitar: Grade 5
- Playing the guitar in care homes & for charities.
- Voluntary charity shop staff: 2019

ENTREPRENEURSHIP

Els Bels Nails

2022 - Present

In 2022, a small nail business was established, initially serving friends and family. Rapid skill development led to the creation of an Instagram page, attracting clients aged 16-25. A competitive price list was set up to undercut local salons and appeal to students. Targeted marketing using graphics, hashtags, and captions resulted in invitations to prestigious events hosted by leading UK brands, attended by nail technicians nationwide.



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Preston, Lancashire

WORK EXPERIENCE

All Law

2023 - Present

Personal Legal Services

Specialist in drafting Wills with guardianship and Trust clauses. Effectively prepare Lasting Power of Attorney of documentation.

Noise Induced Hearing Loss (NIHL) and Personal Injury

Assist Director with a mixed case load of conventional NIHL and Military NIHL cases, including but not limited to Initial Engagement Documentation, Witness Statement Preparation, Filing Documentation and Costs.

Client Interaction

Responsible for the main phone switchboard during which clear development of communication skills has been established. Clients and colleagues have noted and applauded professionalism and friendliness on the phone, reflecting commitment to excellent client service.

Administrative Tasks

Responsible for crucial admin tasks, such as scanning and integrating incoming post into the case management system. Regularly ensure the accuracy of client files by cross-checking them with internal systems, policies and procedures.

Legal Research

Conducted thorough research within firm's practice areas including Family, Wills, Probate, LPAs and NIHL cases. Expertise in critically analysing information, using Westlaw and LexisNexis for my legal research, focusing on extracting relevant information.

Content Creation

Responsible for crafting digital content for social media platforms, utilising tools like Figma for graphic design. Manage and handle filming with professional camera equipment and editing using Adobe Premiere Pro.

Hickory's Smokehouse

2022-2023

Hickories is a small chain of restaurants that centres around providing an exceptional guest experience. Embracing the essence of Southern hospitality, Hickories ensures that each guest feels uniquely valued and welcomed. This focus on personalised service directly relates to excellent client care, as it demonstrates the ability to understand and cater to individual needs.

SOFT SKILLS

Team Working

Time Management

Deadline Adherence

Creative Thinking

Attention to Detail

Problem Solving