

Legal Assistant Profile

Goal-oriented professional with hands-on experience in offering legal and administrative assistance to clients, while managing complex cases and adhering to regulatory/legislative policies. Track record of overseas practice in commercial/governance law. Adaptable lifelong learner with capacity to streamline daily office activities, collect and interpret legal data accurately, maintain case files and records, identify client issues/queries, and provide suitable solutions. Talent for ensuring documentation integrity and confidentiality as well as demonstrating robust communication, management, organisational, strong work ethic, and task prioritisation skills.

Areas of Expertise

- ♦ Administrative & Legal Assistance
- ♦ Legal Research & Analysis
- ♦ Application Processing
- ♦ Case Management
- ♦ Filing & Billing
- ♦ Court Proceedings
- ♦ Legal Office Operations
- ♦ Legal Policies Compliance
- ♦ Relationship Building

Professional Experience

Kudos Legal, Preston, Lancashire Legal Advisor

2023 – Present

Deliver excellent legal guidance, while elaborating on claims process and analysing case feasibility. Prepare witness statements and medical reports for use as evidence. Manage strict deadlines associated with court proceedings.

- Advised and guided clients/solicitors on personal injuries claims, housing disrepair claims, and medical negligence claims.
- Built and maintained professional relations with new clients' medical experts and counsel.

DA Languages, Manchester, UK Interpreter

2020 – Present

Spearhead delivery of oral/written translation services of Russian, Polish, Ukrainian, and English. Leverage exceptional communication, interpersonal, composition, and proofreading skills, while providing services to customers.

- Travelled with clients and assisted in communicating with individuals speaking different languages.
- Interpret at short notice for emergency medical or police for Council, Local authority, NHS.

Kinetic Law, Blackburn, UK Legal Executive

2022 – 2023

Administered various pre-litigation and litigation matters, comprising employers' liability, medical negligence, public liability claims, and RTA claims. Acquired correspondence from claimants and reviewed insurance coverage.

- Surpassed performance targets successfully and ensured attainment of client's goals through outstanding support.
- Led settlement negotiation and finalisation to meet clients' desired outcomes.

Hart Ford Solicitors, Stockport Conveyancing Assistant

2021

Kept clients and agents informed of transactional activity. Notified and updated clients, estate agents, and third parties regarding progress and backup advice.

- Provided support to Fee Earners with legal documentation drafting and creation.

Fountain Solicitors, Manchester, UK

Volunteer

2019 – 2020

Completed related immigration and visa paperwork, while managing within-country and abroad immigration applications. Processed visas and passport applications, entered data accurately, and managed postal applications and customer queries in person and via email/telephone. Supported solicitor within applications.

- Contacted third parties and gathered exact information.
- Proficient with Asylum and protection law, ensuring compliance with relevant laws and regulations.

Maternity Leave

2018

Dedicated time to nurture and care for newborn, while fostering personal growth. Prioritized development of vital skills, including multitasking, time management, and adaptability across dynamic environment.

Appeal Administrative Court, Kyiv, Ukraine

Assistant to Judge (Governance Law)

2012 – 2017

Led comprehensive legal research and supported advocates with case factual information and legal precedents. Organised and compiled files for responses to opposing counsel, motions, and trial evidence. Maintained accurate and exact court proceedings, actions, and decision details. Possessed subject matter expertise in commercial real estate transactions and litigation.

- Stayed abreast of law/practice updates and notified client departments of modifications having direct business influence.
- Formed effective liaisons with government agencies, locals, and organisations via effective communication.
- Prepared case summaries for permission to appeal applications and bench memoranda for full appeals as requested by their supervising Lord or Lady Justice.

Additional Experience

Administrator, Assistant Solicitor, NGA Solicitors, Colne, Lancashire

Court Judicial Assistant, Commercial Court, Kyiv, Ukraine

- Specialised in wide range of commercial disputes, commercial contracts, insurance/reinsurance matters, arbitration proceedings, and shipping as well as aviation matters.

Education

Master's Degree, LPC, Commercial Law, Civil Law

Kyiv National University of Affairs, Kyiv, Ukraine

Diploma of Higher Education, LLB, Civil Law

Kyiv National University of Affairs, Kyiv

Certifications

OISC Level 1 Immigration Training

The Formation of Contract Certified (Cambridge Law Studio)

Aspiring Solicitors Programme (Effective Written Communication, LexisNexis Research, Commercial Awareness)

Language

English, Ukrainian, Polish

Russian – Fluent