

AANSA ISHTIAQ

Entrepreneur . Writer . Fashion Journalist

CONTACT

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KEY SKILLS

- Legal Research
- Commercial and Residential Conveyancing
- Entrepreneurship
- Networking and Communication
- Data Analyst
- HTML, CSS, JavaScript, Python and Database (SQL)
- Notion and Canva
- Creative & Content Writing
- Creative Direction (Fashion)

EDUCATION

Swansea University 2017-2020
Bachelors of Law (Hons) LLB
Grade 2:1

East Berkshire College 2015-2017
A Level

ESF Sha Tin College 2010-2015
GCSE

QUALIFICATIONS & PERSONAL DEVELOPMENT

Lincoln College (Online) PRESENT
Level 2 Digital Marketing

Girls In Tech, Inc.

Leadership Training Programme

LMF Network

Mentorship Programme

Swansea University

Certificate in Enterprise Award

Just IT PRESENT

Software Development

PROFESSIONAL SUMMARY

A highly dedicated business owner with creative writing experience and a passion for fashion. Proficient in crafting memorable and intelligent articles that captures a unique perspective from a combined background in law and fashion. Demonstrates an ability to manage multiple projects simultaneously, possess a strong attention to detail, and a remarkable ability to project empathy through writing.

WORK EXPERIENCE

FREELANCE WRITER

Medium

FEB 2024 - PRESENT

- Blending my legal career experience with my love for style to explore the complex dynamics of the fashion industry.
- Researching the digital world with a critical eye by observing the intersections of fashion, law, and culture.
- Brainstorming articles and researching legal implications of current fashion trends

ECOMMERCE BUSINESS OWNER

aansa.khan

MAY 2023 - PRESENT

- Successfully founded and maintaining an e-commerce retail store.
- Responsible for sourcing, testing and marketing strategies to sell online and regularly communicated with customers and manufacturers.
- Curating campaigns for ecommerce products through ideation and SEO analysis.
- Consistently generating sales to keep inventory flowing and restocked units monthly.
- Managing finances, inventory and data using Microsoft Office.

PARALEGAL

Maher & Co Solicitors

NOV 2021 - March 2023

- Expert in leading law software LEAP
- Leading the post completion team (SDLT submissions, AP1 forms, completion statements and billing, management company duties)
- Assisting solicitors in all aspects of commercial and residential conveyancing including drafting legal documents, lodging with Companies House and working with mortgage lenders.
- Office administrative duties including liaising with clients and legal professionals.
- Managing and completing live transfer, remortgage and sale files.

A A N S A I S H T I A Q

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VOLUNTEERING

Swansea University Law Clinic

OCT 2019 - APR 2020

VICE CHAIRMAN OF LAW CLINIC FUNDRAISING COMMITTEE

- Leading committee to raise money for law clinic
- Raising awareness of law clinic to expand clientele base networking through social media and pitching proposals to local businesses.
- Increase financial contributions by organising student events and cultivating leadership skills.

VOLUNTEER

- Amicus is a small charity that provides legal representation for those facing the death penalty in the U.S.
- Analysing information in order to perfect the legal database of people facing death row through data analysis.

Christian Action

JAN 2012 - JUNE 2015

VOLUNTEER

- Christian Action is an organisation that strives to improve the lives of people in the community through various vocational work as well as providing activities for minorities.
- Organising activities such as fundraising and event planning to providing assistance during many charitable exploits for social service initiatives.
- Teaching hard work and emphasising the commitment to supporting vulnerable disadvantaged individuals.

WORK EXPERIENCE

LEGAL INTERN

Law Gate Solicitors

OCT 2020

- Work experience in a general practice firm specialising in family law, immigration, and judicial review cases
- Implementing an efficient system of cataloguing cases to increase productivity in reviewing judicial review.
- Creating excellent rapport within the company for meticulous attention to detail when reading case files for errors and utilising Excel to categorise spreadsheets of database.

STUDENT ADVISOR

Swansea University Law Clinic

OCT 2019 - FEB 2020

- Student advisor as part of the Clinical Legal Education module, advising clients pro bono in the law clinic with legal issues such as housing and commercial law.
- Communicating with clients through interviews and researching various alternative dispute methods to collate in an advice letter for each client
- Showcasing intuitiveness and excellent rapport with clients making them feel 'relieved and satisfied' in a stressful situation.
- An aptitude for legal research of what is in client's best interest by outlining all possible options for each client's situation, commended by the Clinic's Director.

SALES ASSOCIATE

H. Samuel

NOV 2019 - JAN 2020

- Developing an ability for giving clients the best possible experience in a timely fashion with particular care towards each unique demand creating recurring clients who valued my assistance.
- Establishing a record of success in a high volume and pressured environment by improving performance through setting future goals and exceeding target sales continuously.

OFFICE ADMINISTRATOR

Juvenile Traders Limited

JUNE 2013 - SEP 2017

- Assisting in reviewing contractual agreements based on client needs and understanding the complexities of international law, gaining insight into business functionality and the relevance of corporate law in daily operations.
- Planning and coordinating meetings between vendors and clients along with taking minutes of meetings; assembling, revising all relevant and necessary contractual material before meetings.