Isla Carrington

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# Profile

* I am a Paralegal with 4 years of practical experience split across the conveyancing and family departments of a reputable high street law firm.
* Having managed my own case load in both departments, I am confident in meeting clients, taking instructions and handling matters from start to finish with minimal supervision.
* As a fee earner in a busy law firm, I am confident working under pressure and to tight deadlines, supporting my colleagues as and when needed.
* I am highly competent at developing and maintaining a positive and fruitful relationship with clients, ensuring that the firm’s services are cross-sold to meet the client’s needs.
* My roles have allowed me to build excellent organisational and communication skills and I have always been flexible and enthusiastic about new challenges. <https://www.freecvdownload.com>
* I am seeking a new full time position due to relocating from Cornwall.

# work history

## Paralegal (Family)

### Brooks Levington Solicitors

#### May 2020 – July 2022

I handled my own case load of family matters including divorces, separation and cohabitation agreements. My responsibilities included:

* Taking instructions
* Meeting and advising clients (phone, face-to-face and Skype)
* Typing my own correspondence
* Preparing bundles and carrying out legal searches
* Drafting documents and forms
* Filing and general admin

## Paralegal (Conveyancing)

### Brooks Levington Solicitors <https://www.freecvdownload.com>

#### January 2018 – April 2020

I managed a mixed residential conveyancing caseload from instructions to completion including freehold and leasehold titles, sales, purchases, new builds, remortgages and transfer of equity. My responsibilities included:

* Taking instructions
* Meeting and advising clients (phone, face-to-face and Skype)
* Running and managing a full caseload with all aspects of conveyancing
* Drafting all of my own correspondence
* Drafting documents and forms
* Dealing with all post completion matters
* Filing and admin

# Qualifications

### Second year studying for Bachelor of Laws/LL.B, Open University

#### September 2021 - date

I have just started my second year, having completed modules on criminal law and the criminal justice system, tort law and civil justice. My overall grade for year 1 was equivalent to a 2:1.

### Residential Conveyancing

#### LTC Kent – January 2018

A 10 hour online introductory course sponsored by my employer.

### A Levels

#### Law (B), Psychology (B), English (C) <https://www.freecvdownload.com>

### GCSEs

#### 9 GCSEs including Maths (A) and English (B).

# Interests

Outside of work, I love running and climbing. I spend a lot of my weekends in the peak district, hiking in the hills or trying my best to conquer some of the more technical climbs.

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