

# kate smith

SOLICITOR

## CONTACT

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## QUALIFICATIONS

### Admitted 2001

**PGDipLaw (LPC)**  
University of London  
1995 - 1999

**Bachelor of Laws LL.B**  
University of Reading  
1991 - 1994

**4 A Levels**  
including Law (A, A, A, B)  
West Notts College  
1989 - 1991

## INTERESTS

Going to the gym  
Swimming  
Hiking  
Cycling

## OBJECTIVE STATEMENT

I am a Partner at a Midlands law firm, seeking a fresh challenge within a regulated law firm. I am interested in joining a smaller firm where I can use my proven skills and experience to grow the property department as I have in previous positions.

## EXPERIENCE

### ABC Law Firm | Partner

*2001 – date*

Heading up the Residential Conveyancing department, I oversee a team of 15 paralegals in dealing with sales, purchases, remortgages and plot sales. From joining the firm in 2001, the department has grown to handle more than £20 million of transactions each calendar year. This was partly achieved through overhauling our website and partly through introducing an online conveyancing portal.

- Here is a key achievement.
- Here is a key achievement.
- Here is another key achievement.

### 123 Law Firm | Solicitor

*1999 – 2001*

I was a solicitor in the property department dealing with a busy workload of residential conveyancing transactions. I also mentored new members of the firm joining the property department, acting as a go-to person.

### NRB Law Firm | Trainee Solicitor

*1997 - 1999*

I completed my training contract with NRB Law Firm, covering several areas including Residential and Commercial Conveyancing.

### XYZ Law Firm | Paralegal

*1994 - 1997*

I worked as a paralegal in the Civil Litigation department, processing claims, completing forms and keeping clients updated with their case.

## AVAILABILITY & REFERENCES

As a partner I am required to give 3 months' notice in my current position although this might be negotiable. References are available on request.