

DAN SAMPLE

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EDUCATION

Aug 2018 - May 2022 **LLB Law with English Law, University of Aberdeen,** **Aberdeen, Scotland**
Courses (2:1 predicted): Criminal Law, Foundations of Private Law, Law of Property, Legal Systems

Spring 2020 **Universidad Autonoma de Madrid** **virtual**
Study Abroad Term

2016-2018 **St. Patrick's Grammar School** **Newcastle, Northern Ireland**
English, History, Politics: AA*B

LEGAL WORK EXPERIENCE

Jun 2021 – Jul 2021 **Summer vacation scheme, Brodies LLP** **Aberdeen, Scotland**

- Completed projects relating to the Property and Employment sectors of the firm. During my projects, I prepared legal documentation for various court procedures.
- Conducted legal research investigating the housing crisis in different areas of Scotland whilst proposing key ideas for awareness.
- Reviewed confidential documents while tagging key information for 3 different clients.

2020-21 **Mentored by a partner (6 months), Commercial law firm** **Aberdeen, Scotland**

- Gained a better understanding of day-to-day legal practice and the skills and abilities required to become an effective solicitor.

July 2020 **Virtual internship via Bright Network programme, Clifford Chance** **virtual**

- Examined the legal implications for governments of global commitments to climate change.

Summer 2019 **Summer internship, Clyde and Co** **Aberdeen, Scotland**

- 4-week internship designed to enhance the knowledge of future solicitors who are First in Family to attend university.

OTHER WORK EXPERIENCE

Aug 2018 - present **Retail Assistant, New Look** **Aberdeen, Scotland**

- Developing business awareness of the retail sector including the importance of client focus, appropriate pricing and products and building a customer base against the backdrop of wider economic and political developments.
- Successfully assisting customers in their shopping needs, answer queries, and managing the till.

Jun 2017 – Aug 2018 **Front of House Staff, Pizza Hut** **Newcastle, Northern Ireland**

- Developed excellent customer awareness by demonstrating a positive and professional attitude under high-pressure situations.
- Responsible for the safe and hygienic preparation of food while assisting in the kitchen.

SKILLS

Commercial awareness: Experienced in identifying, measuring and allocating resources (both in terms of time and money) to manage a variety of projects for the Volleyball Society. Gained an understanding of how a range of businesses operate through employment in the retail, hospitality and legal sectors. I have successfully managed my personal budgeting by designing an Excel spreadsheet to track financial income and outgoings.

Communication: Confident communicating one-to-one and within groups. This skill was gained from working with fellow students, with staff (ranging from secretary to partner at Brodies LLP) and with a wide range of people through my customer-related roles (phone and in person).

Teamwork: Developed the ability to adapt to a range of roles within a team context, including leadership through my role as President of the Moot Court Society. I have particular strengths in motivating others and ensuring work is focused to specific goals, demonstrated in my Presidency role where I helped motivate my colleagues to get active in several Mock Trial competitions.

Attention to detail: Accurately produced a variety of documents within work placements at Brodies LLP, which were approved by senior staff and sent to clients.

Time management: Successfully balanced work (sometimes up to 15 hours per week) with consistently achieving marks at a 2.1 level within my LLB honours courses. Managed my workload through careful planning to meet deadlines within my coursework and during my work placements.

Information technology: Experienced with Microsoft packages, particularly Word for producing reports of up to 5,000 words and with legal research packages, such as Westlaw.

Languages: French, Spanish (fluent)

EXTRA-CURRICULAR/LEADERSHIP POSITIONS

Member, University of Aberdeen Volleyball Society

Social and Recruitment Committee Member for the University of Aberdeen Volleyball Society. My key tasks include organising social events (virtually) to increase fundraising and organising recruitment events for upcoming first and second years. Maintained contact with members effectively through the challenges of a global pandemic and students not being in Aberdeen or on campus.

President, University of Aberdeen Moot Court Society

In this role I delegated several key tasks to the committee, while managing the logistics of mooting competitions online. I successfully and efficiently manage 40 members, holding weekly meetings and training sessions for students to improve their advocacy skills.

First Year Class Representative, School of Law, University of Aberdeen, 2019-2020

Liaised between staff and students to foster and maintain open dialogue.

REFERENCES

Available upon request.