

University of Law LPC/LLM Student

London

An ambitious, focused and committed postgraduate law student, capable of working in a fast paced environment and meeting strict deadlines. I am able to work independently and as a part of a team in a highly efficient manner. Thanks to my strong, client care, research and communication skills, I can make a valuable contribution to any legal team. I am seeking a position in a stimulating and challenging environment that will help me to further pursue a career in law.

Work Experience

Education Coordinator

February 2020 to Present

- Admission and registration of students, running regular updates on the website and social media.
- Assisting the business and communication manager with the online marketing strategy as well as assembly of promotion material.
- Assisting the program manager with online platform maintenance and in the virtual class environment
- Answering student and parent enquiries and maintaining student progress report updates

Account Manager

March 2018 to March 2020

- Record changes to customer accounts, updating service packages, adding and removing accounts. Managing sales of skincare products and supporting various Liberty company partners through wider sales and customer assistance. I looked after customer accounts, updated service packages, adding and removing accounts and customer liaison. The position was part time during my law degree studies.

English Language and Literature Personal Tutor

January 2015 to September 2019

Teaching GCSE, AS and A level students. Planning, preparing and delivering lessons through face to face as well as online teaching, preparing teaching materials. helping pupils to improve their listening, speaking, reading and writing skills via individual and group session work. Also checking and assessing student's work and assignments.

Trainee

& Partners Solicitors - London

September 2017 to November 2017

- I have gained many useful skills during my work experience such as communicating with clients over telephone and
- Answering their queries. My role included providing the appropriate correct information regarding their case and
- Arranged consultations at the firm with the team of experienced solicitors.

Sales Associate

Zara Woman - London
2017 to 2017

Ensuring the physical appearance of the store was most presentable, as well as catering for the customer's needs and queries. The role also included sorting out online orders and managing the fitting room to make sure everything was running smoothly during the busy summer sale period.

Education

Master's in Law LPC/LLM

January 2020 to Present

LLB in LAW

University of Westminster
September 2016 to September 2019

A- Levels

Virgo Fidelis Convent Senior School
2009 to 2016

Skills

- Administrative Assistant
- Outlook
- Receptionist
- Word
- Microsoft Excel

Additional Information

Fluent in the following languages: Bosnian, Croatian, Serbian and Persian