

# [name]

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## EDUCATION

### **LEGAL PRACTICE COURSE(LLM)|CARDIFF UNIVERSITY|2020-2022**

### **LLB | CLASSIFICATION: 2:2|CARDIFF UNIVERSITY| 2016-2020**

- Year 1 modules: Criminal Law, Contract Law, Legal Foundations, Public Law
- Year 2 modules: Evidence, Crime, Law, Society, Land Law, Tort
- Year 3 modules: Company Law, Law in the Community, Equity and Trusts, EU law

### **1<sup>ST</sup> GENERAL LYKEIO OF LAMIA|2013- 2016**

- National Hellenic Exams (equivalent to A levels): Ancient Greek Language (16), Latin (18.6), History (17.5), Writing (16.1)
- Upper High School Leaving Certificate (equivalent to the G.S.C.E): successfully completed with an overall mark of 19.3 out of 20

## LEGAL EXPERIENCE

### **ADMINISTRATIVE WORKER |RIVERSIDE ADVICE CARDIFF | SEPTEMBER 2019- UNTIL PRESENT**

- Developed my administrative skills by dealing with phone calls and answering emails during office hours. I conducted financial assessments through phone as part of the National Energy Saving Trust scheme.

### **BRIGHT NETWORK COMMERCIAL LAW VIRTUAL INTERNSHIP | JULY 2020**

- Attended legal workshops hosted by the magic circle lawyers. I made a project which entailed real life work of a trainee solicitor i.e., legal research, drafting, critical thinking on the given scenario.

### **MCKENZIE FRIEND | SUPPORT THROUGH COURT CARDIFF | SEPTEMBER 2019 – UNTIL PRESENT**

- Assisted as a McKenzie friend at Cardiff Civil and Family County Court. Helped litigants from different backgrounds fill forms and applications and answered to inquiries in a professional way. I attended court hearings and learned about the court process.

### **SUMMER INTERNSHIP | VASILEIOS TSOUKAS LAW FIRM, LAMIA GREECE | JUNE-JULY 2017-2019**

- Researched facts and cause of actions from precedent cases. Learned how a law office works and how the trial process works in courts. Made myself familiar with the ways a lawyer should deal with clients seeking advice.

## OTHER WORK EXPERIENCE

### **FOUNDER OF SWITCH SAFE CAMPAIGN**

- Co-created a campaign with a team to raise cyber awareness among teenagers and their parents. Approached industry experts like Sangeet Bhullar who leads the WiseKids platform to share their experience. Also, we organized networking events with the help of social media to communicate our message.

### **AMBASSADOR FOR CARDIFF LAW SCHOOL**

- Provided support to prospective students and their parents by answering general questions about Cardiff University while doing campus tours during open days.

## **LANGUAGE SUPPORT WORKER AT RADNOR PRIMARY SCHOOL**

- Provided any kind of support to pupils who speak English as an additional language.

## **ACHIEVEMENTS**

### **UPRISING LEADERSHIP PROGRAMME | OCTOBER 2017-JULY 2018**

- This programme offered me the chance to meet campaigners and organisations fighting for social change in the UK to learn first-hand from their experience. I attended different kinds of workshop where I developed my networking and analysing skills.

### **DRAGONS DEN | JANUARY 2018**

- I was awarded the first prize for my presentation on the Cyber awareness campaign in front of the Dragons. Dragons were Nick Andrews (Head of Commissioning, BBC Cymru Wales), Ken Poole (Head of Economic Development at Cardiff Council), Kerys Sheppard (Head of Fundraising, Shelter Cymru), and Sara Pepper (Director of Creative Economy, Creative Cardiff)

### **MOOT COMPETITION | CARDIFF LAW SCHOOL | MARCH 2019**

- Participated in an intra-school mooting competition organized by Cardiff Law School. I successfully cleared three rounds of the competition until semi-finals.

## **SKILLS**

### **LANGUAGES**

- Greek (native speaker), English (highly proficient), Spanish (A2 level), French (Advanced level)

### **IT EFFICIENCY**

- I am experienced in using Windows packages including MS Word, MS Access, Internet Explorer, and email as well as in legal research platforms i.e., Westlaw and Lexis.

### **COMMUNICATION & FLEXIBILITY**

- Demonstrated my communication skills in person or through telephone through my roles in Riverside Advice, Support Through Court and as an ambassador for Cardiff Law school.
- I developed my flexibility skills while being part of Switch Safe team when having to overcome difficulties in terms of our campaign.

### **LEGAL RESEARCH AND WRITING SKILLS**

- Demonstrated through my coursework and assignments, advising and drafting legal documents for litigants in person in Support Through Court. I have, also, acquired the Lexis Library Advanced Certificate.

## **REFERENCES**

- Available at request.