

EDUCATION

Law and Criminology LLB, Cardiff University 2022-2027

- Year 3 results 2:1
- Relevant Modules: Key Ideas of Social Science, Public Law, Legal Foundations, Contract Law, Criminal Law, Foundation of Contemporary Criminology

A Levels equivalent: National Senior Certificate. 2019 - 2021

GCSE equivalent: General Education Certificate 2016 -2018

RELEVANT SKILLS

Research: Research skills initially developed through competitions such as Tournament of Minds. Further developed proficiency in Lexis+, Westlaw, Web of Science to conduct independent legal and sociological research. Applied this expertise as a personal injury paralegal when valuing injury claims using relevant researched case law.

Drafting and reviewing legal documents: Experience gained reviewing appeal documents and witness statements between Third-Party Insurers and the Motor Insurer's Bureau. Further practice developed in drafting legal documents informed by relevant case law and applying legal principles critically to assigned tasks.

Leadership: Demonstrated leadership throughout schooling by fulfilling elected prefect roles and providing systems that supported communication between students and faculty. Directed and managed three stage productions as a Camp Counsellor at a Theatre and Fine Arts Camp, coordinating teams and ensuring smooth execution of performances.

Negotiation: Negotiation skills built through direct interaction with clients and third parties in a personal injury law firm. Experience includes negotiation settlement, coordinating further treatment, and resolving disputes through diplomacy and effective compromise.

Communication: Strong spoken communication skills were developing through regular engagement with professionals that ranged from medical experts, Barristers and Third-Party insurers and most importantly clients. Liaising would range from explaining legal jargon and process to clients and problem solving cases with experts. Written communication skills strengthened through administrative duties at Camp Ballibay drafting progress reports for campers.

Organisation: Developed organisational skills working at Camp Ballibay by balancing being a cabin counsellor, directing and writing plays and leading hikes whilst ensuring the children's safety. Further refined these skills through filing court documents as a paralegal by

organising medical documents, appeal forms and accident evidence for case reviews. Gained high proficiency in the Microsoft systems (Word, Excel, OneNote, PowerPoint and Outlook) throughout the legal roles when organising case work.

WORK EXPERIENCE

Case Manager (Paralegal) - NewLaw Solicitors

September 2024 - August 2025

- Managed road traffic accident claims in both Small Track claims and Fast Track claims
- Advised clients of legal systems
- Valued claims and injuries using Legal frameworks such as the Judicial College Guidelines
- Liaised with medical experts, Barristers and Third Parties
- Drafted legal documents such Appeal Statements with the Motor Insurers Bureau
- Valued and managing foreign vehicle claims
- Investigated skills with liability disputed cases
- Negotiated with Third Party Insurers regarding compensation for clients

Camp councillor, Theatre Director -
Pennsylvania USA

Camp Ballibay for the Fine and Performing Arts,
Summer 2022

- Supervised 19 children, ages 11-12 throughout the day
- Managed administrative tasks including paperwork and organised incoming mail and packages
- Guided and supervised hiking expeditions, ensuring the safety of participants aged 6-17
- Wrote, produced and directed theatrical performances.
- Oversaw stage management for productions and talent showcases

CERTIFICATES AND SHORT COURSES

Mayer Brown Introduction to Litigation Job Simulation on Forage - September 2025

- Undertook discovery to determine which pieces of evidence were hearsay and whether they'd be admissible in court.
- Prepared leading questions for cross examination and open questions for direct examination.
- Drafted a closing argument to convince the jury that my client was not in breach of their licensing agreement.

Norton Rose Fulbright Aviation Finance Job Simulation on Forage - September 2025

- Completed a job simulation involving Aviation Finance and Leasing for Norton Rose Fulbright's Asset Finance team.
- Prepared a Conditions Precedent (CP) checklist.
- Carried out legal research, reviewed first drafts of transaction documents, and advised the client on proposed amendments.

Deloitte Australia Cyber Job Simulation on Forage - December 2025

- Completed a job simulation involving reading web activity logs
- Supported a client in a cyber security breach
- Answered questions to identify suspicious user activity

REFEREES

Dr R Caddell Media Law lecturer, Media Law, Cardiff School of Law and Politics.
Tel: +44 29208 75098; CaddellR@cardiff.ac.uk

Liam Jones. Team Manager, Paralegal
NewLaw Solicitors liam.jones@new-law.co.uk
Tel: +44 74649 38724