

Eleanor Jane Smith

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Education and Qualifications

University of Surrey

2013 - 2016

LLB Law (Expected 2.1)

Subjects Studied:

Year 3: Family Law, Child Law, Law of Evidence, Employment Law, Medical Law, Penal Policy

Year 2: European Union Law (68%), Law of Tort (65%), Property Law 2 (70%), Criminal Law (72%)

Year 1: Law of Contract (64%), Legal Process and Justice (72%), Public Law (70%),
Property Law 1 (62%).

Skills developed include:

- Broad knowledge of legal subjects
- Excellent research skills including the ability to extract relevant information from complex data
- Ability to analyse and solve complex legal problems
- Group projects and team-building days have developed teamwork skills.

Winner of the Macfarlanes Prize for best performance in the law of contract examination.

Nottingham High School, Nottingham

A levels: Biology (B), History (A), French (A)

2013

AS level: Maths (B)

2012

GCSEs: 10 at grade A*-B including English and Mathematics

2011

Relevant Experience

Armstrong Flynn, Solicitors, Nottingham

Summer 2014

Work Experience

- Worked with the partners in the company and commercial departments
- Read articles on the development of e-commerce and discussed how this could benefit a commercial law department
- Proof-read the due diligence report following a large merger and acquisition
- Researched and produced report on the legalities of part-disclosure and non-disclosure agreements under the Freedom of Information Act for a partner.

University Mooting Competition

January 2014

- Gained experience in public speaking
- Improved ability to solve problems as they arose during the moot.

Nottingham City Council, Legal Department

Summer 2013

Work Experience

- Researched and prepared reports on viability of actions
- Attended meetings and wrote progress reports
- Demonstrated a flexible approach by working additional hours to meet tight deadlines
- Undertook reception duties which provided an excellent insight into the day-to-day demands made upon the department.

Employment

Honest Brokers, Insurance Agents Claims Assistant

Summer 2012

- Strengthened spoken and written skills for business
- Gained experience of the financial sector
- Quickly gained skills to use complex administrative system
- Developed IT skills, especially Excel and Access.

Tesco Metro, Nottingham City Centre Part-time sales person

2010 - 2012

- Maintained good humour, tact and patience with the public
- Successfully adapted to different roles at short notice
- Managed the demands of part time work alongside full time study.

Interests and Positions of Responsibility

The Stag – University Student Newspaper Assistant Editor

2013 - present

- Assisting the editor to organise and co-ordinate the production of the publication
- Writing articles and liaising with the writing team to ensure publication deadlines are achieved
- Negotiating advertising to ensure the journal is profitable.

University of Surrey Women's Football Team Team member and Captain

2013 - present

- Organised fixtures, practices and social activities for the team
- Achieved third place in the 2011 BUSA competition.

Travelling

Summer 2014

- Four week journey in Central Europe
- Budgeted and planned the trip
- Stayed in local homes, gaining greater knowledge of the area

Additional Skills

- Computing**
- Highly competent user of Microsoft Word and Excel
 - Some experience of Access
 - Frequent user of legal discussion groups.

- Languages**
- French: intermediate spoken and written
 - Spanish: conversational.

Referees

Dr Nisha Patel,
School of Law,
University of Surrey,
Guildford.
GU2 7XH
n.patel@surrey.ac.uk

Mr Alan Lord,
Legal Services Department,
Civic Centre,
Nottingham.
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a.lord@nottingham.gov.uk