

**ANDREW SMITH****CURRICULUM VITAE**

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21 Another Road  
Camden  
N1 2PS

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Nationality: British  
Marital Status: Single  
Visa Status: (if applicable)

**ACADEMIC HISTORY AND QUALIFICATIONS**

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- 1999 - 2000**                    **Inns of Court School of Law, London**  
Legal Practice Course: Commendation  
Electives: Corporate Finance, Mergers & Acquisitions and Commercial Property
- 1996 - 1999**                    **University College, London**  
LLB (Hons) Upper Second Class Honours
- 1993 - 1995**                    **St Marks Sixth Form College, London**  
'A' Levels: English Language (B), Business Studies (B), Mathematics (C)  
(Results were in the top 10 per cent for the year)
- 1988 - 1993**                    **Trevillian Grammar School, London**  
9 GCSEs: A-C

**LEGAL WORK EXPERIENCE**

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- Nov 2000 - to date**            **A City Legal Firm : Paralegal – Commercial Litigation**
- Proof reading of documents
  - Quality Checking
  - Legal Research
  - Trial bundling
  - Costs orders preparation
- Aug – Nov 2000**                **Stanley Bank, Legal Division**
- Checked and amended contracts
  - Formulated a new and more efficient method of working
  - Liased with corporate clients at director level
  - Co-ordinated and supervised projects
  - Explained legal requirements and terminology contained in contracts to directors and bankers
  - Wrote guidelines for the use of an internal database
- Jul 2000**                         **The Legal Society: the Policy Directorate**
- Organised conferences
  - Arranged sponsorship
- Jun 2000**                         **George & Co: Paralegal**
- Copy-checked
  - Paginated
  - Inputted data

## OTHER WORK EXPERIENCE

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<b>Summer 1999</b>	<b>Jones &amp; Co</b> <ul style="list-style-type: none"><li>• Dealt with payment enquiries</li><li>• Ensured all necessary documentation correctly received</li></ul>
<b>1996 - 1999</b>	<b>Saturday Supervisor, John's Department Store, London</b>
<b>1995 - 1996</b>	<b>Saturday Supervisor, The Three Flags Public House, London</b> <ul style="list-style-type: none"><li>• Supervised bar staff on day and evening shifts</li><li>• Monitored cash flow</li><li>• Customer service</li></ul>

## ACHIEVEMENTS AND POSITIONS OF RESPONSIBILITY

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<b>University</b>	<b>Chair of the Debating Committee</b> <ul style="list-style-type: none"><li>• Organised inter university debates</li><li>• Chaired national debating competition</li></ul>
<b>School</b>	Finalist of the Raleigh Tennis Cup (1992) Quarter finalist of the Hedley Cup (1992) Co-ordinator and Winner of the Chess Club Head Prefect  Gold Merit Certificate for 5 consecutive years (for hard work), Ford 100% Club (100% attendance and punctuality),

## INTERESTS AND SKILLS

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<b>Computing</b>	Word 6.0, Outlook, Excel, Internet, PowerPoint, legal databases including Lexis
<b>Languages</b>	Fluent French and Spanish basic German
<b>Sport</b>	All sports, both as spectator and participant. go-karting, aerobics, gymnasium
<b>Travelling</b>	Visited numerous European countries and South East Asia

## REFEREES

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<b>Mr A Other</b>	<b>Personnel Manager, A City Legal Firm: Paralegal</b> Legal House, 160 Some Street, London EC1G 4GG Tel: 020 7367 1212 Fax: 020 7367 2121 Email: info@aclf.com
<b>Miss L Bishop</b>	<b>Department Manager, Stanley Bank, Legal Division</b> 25 Pebble Cube, Canary Wharf, London E14 4QA Tel: 020 7425 8799