

IYMANI BARNETT

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LONDON

PROFESSIONAL SUMMARY

I graduated with a 1st Class Honours Degree in LLB Law with Criminology from Middlesex University. I am highly motivated and detail-oriented, with a strong understanding of legal frameworks and regulatory compliance. My adaptability, drive for excellence, and eagerness to learn provides me with the necessary tools to thrive in dynamic environments. I have a strong interest in navigating risk management and regulatory processes to ensure compliance and I am committed to applying my skills and knowledge to contribute meaningfully to compliance teams, while ensuring adherence to legal and ethical standards.

EDUCATION

LLB Law with Criminology, 05/2021

Middlesex University
1st Class Honours Degree

A-Levels - Law, English Language and Literature, Psychology, 06/2018

Westminster Kingsway

SKILLS

- **Technical Proficiency:** Advanced IT skills, including proficiency in Microsoft Word, Excel, PowerPoint, and data analysis tools
- **Communication Skills:** Excellent verbal and written communication, with experience in drafting clear, concise reports and collaborating with teams
- **Regulatory Knowledge:** Strong understanding of legal and compliance frameworks, with a focus on risk management and regulatory adherence
- **Analytical & Problem-Solving Skills:** Ability to assess complex information, identify potential risks, and develop effective solutions to ensure compliance
- **Attention to Detail:** Strong focus on accuracy and thoroughness in data handling, documentation, and compliance checks
- **Time Management & Reliability:** Dependable with excellent time-management skills, consistently meeting deadlines and delivering high-quality work

WORK HISTORY

Legal Assistant/Paralegal

Lawlex Solicitors | 02/2024 – 08/2024

- Conducted legal research to ensure that the documents complied with applicable laws and regulations
- Assisted in reviewing and drafting compliance-related documentation and reports
- Managed sensitive client data, ensuring confidentiality and compliance with data protection regulations
- Collaborated with teams to assess risks and provide solutions for compliance issues
- Coordinated and maintained filing systems, ensuring accuracy and timely access to information
- Drafting legal documents eg. witness statements, statement of case, skeleton arguments etc.
- Communicating with clients via telephone, email and in person
- Conducting legal research
- Creating bundles to be sent to court
- Delivering documents to other legal organisations
- Scheduling meetings with clients

Receptionist/Admin Assistant

Quinn Emanuel Urquhart & Sullivan, LLP | 02/2023 – 10/2023

- Delivering front of house duties with warm and professional manner
- Answering calls and helping to resolve enquiries from clients and the general public
- Greeting incoming clients in a professional manner, providing friendly, knowledgeable assistance
- Ordering and serving food and beverages for partners, associates and clients
- Keeping reception area clean and neat to encourage a positive impression of the company
- Collecting and distributing incoming mail, employing strict confidentiality throughout
- Managing and scheduling bookings
- Scheduling meetings and client appointments
- Monitoring office supplies inventory, promptly reordering low stock items to prevent workflow disruptions
- Booking couriers to collect and deliver parcels/packages both nationally and internationally

Caseworker**Paul John & Co Solicitors | 07/2022 - 10/2022**

- Managing case files, ensuring all documentation was accurate, up-to-date and in compliance with legal and regulatory requirements
- Conducting legal research to support case development and compliance with relevant laws and regulations
- Communicated directly with clients, providing updates on case progress while maintaining confidentiality and adhering to legal ethics
- Preparing legal documents, including briefs and reports, ensuring they complied with regulatory and legal standards
- Coordinated with external parties, such as courts and government agencies, ensuring compliance with procedural deadlines and regulations
- Supported senior legal staff in identifying and mitigating risks associated with case management, ensuring all legal processes were followed properly
- Completing and submitting applications, and preparing letters on behalf of clients and sending them to Home Office
- Analysing and carrying out legal documentation
- Filing and scanning documents
- Gaining deeper insight into legal matters

Criminal Justice - Work experience at the University of East London | 07/2015 - 10/2015

- Researching recent criminal cases, news articles and interviews independently and as a team using tools such as Lawtel, LexisNexis, Westlaw etc
- Creating and presenting PowerPoint documents about criminal cases, focusing on different issues, such as the impartiality of cases and their court decisions
- Liaised with different departments within the university, as well as external organisations
- Proof-read documentation, ensuring typed materials were accurate and well presented
- Gaining insight into different issues regarding the rehabilitation of offenders and specifically gained a lot of insight into case laws surrounding domestic violence

Hostess**Shoreditch Luxe | 11/2021 to 07/2022**

- Supported wider restaurant teams in set-up, cleaning and prep work, improving overall establishment efficiency
- Prepared mixed drinks and poured wine, beer and non-alcoholic beverages within target service timeframes
- Maintained in-depth bar and menu item knowledge, providing expert recommendations to suit guest taste
- Maintained bar stocks, replenishing daily as necessary
- Created friendly, welcoming atmosphere to encourage positive guest experiences, prolonging visits to increase profitability

Customer Assistant**Morrisons Supermarket | 07/2020 to 04/2021**

- Providing front-line customer service, responding to enquiries and assisting clients while adhering to company guidelines and standards, both in person and via telephone
- Managed customer interactions, ensuring confidentiality and compliance with company policies regarding personal data
- Addressed customer concerns and feedback in a professional manner, ensuring solutions aligned with company policies and compliance requirements
- Merchandising and organising items on the shop floor
- Completing cash and card transactions
- Utilized attention to detail when handling reservations, tracking inventory, and ensuring accurate record-keeping

Customer Service Representative**Domino's Pizza | 12/2018 to 07/2020**

- Assisting customers and taking orders via telephone and in person
- Coordinated with teams to ensure smooth and efficient service delivery, maintaining compliance with safety and service regulations
- Operating the cash register
- Completing cash, card transactions and so on

My previous job roles have allowed me to gain a plethora of transferable skills, which will make me a beneficial asset to your company

