

IYMANI BARNETT

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LONDON

PROFESSIONAL SUMMARY

I achieved a 1st Class Honours Degree in LLB Law with Criminology at Middlesex University. I am highly ambitious and go above and beyond to make sure I achieve the best possible results I can. I am flexible and highly adaptable with a willingness to learn. I have many ambitions and aspirations, however, my greatest ambition is to be successful in anything I do and to do so to the best of my ability.

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

- Good IT skills, proficient in Microsoft word, Excel, PowerPoint and so on
- Excellent communication skills both verbal and written
- Excellent numerical skills
- Problem solving skills
- Reliable and good time-keeper

WORK HISTORY

Lawlex Solicitors

Legal Assistant/Paralegal | 02/2024 – 08/2024

- 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

Quinn Emanuel Urquhart & Sullivan, LLP

Receptionist/Admin Assistant | 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

Paul John & Co Solicitors

Caseworker | 07/2022 – 10/2022

- Completing and submitting applications to Home Office
- Preparing letters on behalf of clients and sending them to Home Office
- Dealing with various legal matters
- Analysing and carrying out legal documentation
- Communicating and dealing with clients
- Filing and scanning documents
- Gaining deeper insight into legal matters
- Working on various cases

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, Lexis Nexis, 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

Shoreditch Luxe

Hostess | 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

Morrisons Supermarket

Customer Assistant | 07/2020 to 04/2021

- Serving and assisting customers daily face to face and via telephone.
- Dealing with customer queries and customer complaints and de-escalating issues where necessary, thus improving my problem solving and communication skills
- Merchandising and organising items on the shop floor
- Completing cash and card transactions

Domino's Pizza

Customer Service Representative | 12/2018 to 07/2020

- Assisting customers and serving food
- Restocking items and packing deliveries
- Taking phone calls and orders
- Operating the cash register
- Completing cash, card transactions and so on

My previous job roles have allowed me to gain transferable skills, such as communication skills and has helped me to connect with a variety of different people