



### Senior Paralegal

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**I work as a senior paralegal in the residential conveyancing team assisting clients with all aspects of property transactions.**

I enjoy the variety of my role as well as being in a client-facing environment. I am committed to ensuring our clients receive an excellent service with my proactive and organised approach.

Buying and selling property is a particularly stressful time and I think it is really important to maintain good communication throughout the whole process.

I am working towards completing my CILEX qualifications in order to become a Chartered Legal Executive, juggling full time work with exams is tough but I am up for the challenge.

### Areas of expertise:

- Sales
- Purchases
- Remortgages
- Lease extensions
- Transfers of equity
- First registrations

### Qualifications and memberships

- ILEX Personal Assistant with Legal Studies
- CILEx Level 3 Diploma in Law and Practice
- CILEx (Chartered Institutes of Legal Executives)



If I'm unavailable, please contact:

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