

Gemma Bailey

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PROFILE

Motivated, hardworking Law student with excellent attention to detail and organisation ability, and professional written and oral communication skills developed through paralegal roles and pro bono activities. Excellent customer service skills via retail and hospitality experience. Currently seeking an opportunity to gain further experience in a mid-size criminal law firm.

EDUCATION

LLB Law, Cardiff University **2021 - date**

Relevant Modules:

Year 2 results: 2:1; Year 1 results: 2:1

A Levels, Cardiff and Vale College, Cardiff **2019 - 2021**

Sociology (A), German (A), History (B)

GCSEs, New Estate High School, Cardiff **2014 - 2019**

A - Geography, Art, Welsh, History, English Language, Literature

B - Double Science, Maths, French, German

RELEVANT EXPERIENCE

Innocence Project Team Member, Cardiff University **Oct 2022-date**

- Completed intensive training to take part in this nationwide student pro bono scheme.
- Reviewed files of prisoners who maintain their innocence, in order to search for any unused evidence, poor legal defence, unsafe confession or other evidence which may bring about a retrial or overturn conviction.
- Met family members of prisoners and worked under supervision of solicitors and barristers.
- Developed research skills and excellent time management to juggle weekly Innocence commitment with academic study.

Evenings Administrator, XYZ Law Firm, Cardiff **Dec 2021 –April 2022**

- Paralegal work experience consisting of updating case files, data entry work on nationwide database and answering out-of-hours research requests.
- Broadened my knowledge of the legal administrative framework and gained a grounding in a variety of commercial issues.

Voluntary work experience, Jones Solicitors, Cardiff **July 2019**

- Unpaid administrative experience in this busy three partner Criminal practice.
- Updated files, fielded telephone calls, sat in on client interviews and attended Court on three occasions.
- Developed an understanding of the challenges of working in criminal law

OTHER EMPLOYMENT EXPERIENCE

Sales Assistant, Village Pharmacy, Cardiff

Summers 2021 and 2022

- Advised customers on a wide range of health and beauty products.
- Praised for my mature attitude, resulting in additional responsibility for tills and shop security in the occasional absence of pharmacist and pharmacy manager.

Waitress (part time and holidays), Pizza Hut, Cardiff

2019-2021

- Part time work to help save money for university.
- Worked as part of a team to take orders, serve and clear tables, ensuring maximum covers during very busy shifts on Fridays and Saturday evenings.
- Dealt with customers in a polite, friendly manner and provided efficient service which led to excellent customer satisfaction reviews and recognition as Employee of the Month twice in 6 month period.

KEY SKILLS

- Research:** Enhanced my legal research skills via Legal Practice Foundation Skills module. Proficient using electronic research tools including Lexis+ and Westlaw to conduct independent research into case law, precedents and court forms
- Organisation:** Developed excellent personal organisation and time management skills balancing part time work, full time study and a range of extra-curricular and pro bono commitments, whilst maintaining high 2:1 grades
- Communication:** Refined my spoken communication skills through Student Tutor role, presenting to large groups of prospective students, in person and online. Strong written skills are essential when drafting letters to and on behalf of clients of the Innocence Project
- Accuracy:** Administrator role requires concentration and accurate data entry to complete tasks within tight deadlines
- Initiative:** Demonstrated initiative at Village Pharmacy to display COVID 19 related items eg vitamins, sanitiser, masks more prominently, increasing sales.

INTERESTS AND ACHIEVEMENTS

- Netball** Represented South Glamorgan in two school tournaments. Active member of the Cardiff University Law School Team – unbeaten so far this season.
- Travel** Frequent visitor to Europe: represented New Estate Youth in a delegation to Bordeaux as part of the twin-town exchanges conference of Jan 2020. Inter-railed through Europe in Summer 2023.
- Voluntary Work** Student Tutor, acting as a Higher Education mentor for school pupils in a local secondary school. Gave talks on student life and career objectives to groups of Year 12 pupils and have been invited to return to take part in the mentoring programme for the second year in 2023.

References on request