

CURRICULUM VITAE

John Smith

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PERSONAL DETAILS

Date of Birth: 1st December 1980
Nationality: French
Driving Licence: Yes
Single

LANGUAGES

French: Mother Tongue
English: Fluent
Spanish: Basic

EDUCATION

1997-2000: University La Sorbonne, Paris, France
1993-1996: Lycee Pasteur in Paris, France
1986-1992: Grammar School in Paris, France

QUALIFICATIONS

Brevet des Colleges
Baccalaureat (A-level) Grade A
Ph D in Family Law

CAREER HISTORY

Company: Thompson Limited (10/01/2007 to date)

Location: London

Job Title: Solicitor

- Responsible for the maintenance of the statutory registers, drafting company minutes, and Power of Attorney
- Attendance at meetings
- General administration: filing, archiving, billing

Company: Lawful Limited (01/11/2006 to 09/01/2007)

Location: London

Job Title: Trainee Solicitor

- General work as instructed by the Partners (typing letters, answering clients queries)

IT SKILLS

Words, Windows, Excel

INTERESTS

Rugby, Travelling abroad

References on request