

VASILIKI XAGORARI



Date of Birth: 20/04/1995

Nationality: Greek

Address: Dafnis 15, Zografou, Athens-Greece.

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Summary of Personal skills

My personal skills include being a very friendly, talkative, diplomatic, helpful and positive individual. Due to my field of studies I am very well- organized, focused and have excellent time management skills. Able to produce the best outcome even under strict deadlines. I pay attention to detail and always seek for the best. I enjoy helping others and working in a team as well as on my own when needed. I always hold the respect and confidence of my colleagues. Excellent communication skills (both written and verbal). During my school years I have been part of the volunteering team of the school which is focused on helping people in need. Having experience in the following fields of Law: Conveyancing, Residential Property, Commercial & Company law, Family/Child law, Wills & Probate, Business law and Immigration law. Experienced in filling, reception/ administration duties, document drafting, secretarial, assistant and paralegal duties in all legal fields. Great audio typing and typing skills (130-150 words per minute)

- Holder of Full Driving License
- Holder of National Insurance Number
- Holder of Settled Status/ Indefinite Leave to remain

EDUCATION AND QUALIFICATIONS

- 2015 to 2020: University of Essex LLB- Law.
- 2010-2013: Geniko Lykeio Zografou, Athens- Greece
Subjects chosen: Ancient Greek, Latin, Modern Greek Language & Literature, History and Biology.
Graduated with an overall of 17.8/20.
- 2013-2014: A-Levels, Foundation College, Athens- Greece
Modules chosen: Law & Political Science, History, English Language & Literature.
Grade achieved: AAB

- 2009: Vocational Graded Examination in Dance, Level 2- Intermediate Foundation, Classical Ballet. Royal Academy of Dance, London- England

WORK EXPERIENCE

- March 2023- to date: Legal assistant at Lambadarios Law Firm. Athens, Greece
- July 2022 up to date: Conveyancing assistant- Post Completion Team at Backhouse Solicitors. Chelmsford, Essex
- June-July 2022: US Prosecution Paralegal at Ehrlich Group. Larnaca- Cyprus
- January 2022- May 2022: Legal assistant at Laurselle Legal. Ipswich, Essex

Specialising in Conveyancing, Property, Residential law. Immigration law, Wills and Family law. Secretarial and administrative duties. Run AML checks, ID checks, Mortgage offers, Sales transaction enquiries and Stamp duty returns

- May- October 2021: Legal Assistant at Martin Elliott & Co. Solicitors. Colchester, Essex. Specialising in Conveyancing, Property and Residential law. Secretarial and

administrative duties. Run AML checks, ID checks, Mortgage offers, Sales transaction enquiries and Stamp duty returns

- 2020-21 July- April: Paralegal at Kalogera LLP. Athens, Greece Specialising in Family law. Paralegal/ secretarial duties

- 2019-20 October- June: Welfare Officer of the Hellenic Society at the University of Essex

- 2018-19 August- October: Legal secretary at Panagopoulos Law Office. Athens- Greece
Specializing in Property and Company/Commercial law.
Secretarial/administrative duties

- 2018-19 October- May: Voluntary work as an Advisor at the Law Clinic at the University of Essex, specializing on the Miscarriage of Justice project

- 2017 May- September: Waitress at Bairo Food & Drink Culture. Athens, Greece

- 2016 June- September: Sales assistant at family business for our own pistachio-tree farm. Aegina island, Greece

Languages

- Greek: native language

- English: excellent level
- French: basic level
- Arabic: basic level, attended language classes at the University

Computing:

Very good skills in all Microsoft Office programs Familiar with Windows programs

Familiar with iOS environment

LEAP 365 (Legal Case Management System) system LEAP System

Osprey System

LMS

Legal Exchange program

INTERESTS AND ACTIVITIES

- Dance, music, arts
 - Literature, reading and writing
 - Volunteering and helping the community
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