

## EDUCATION

### LAW DEGREE

Edinburgh Napier University  
Sep 2012 - Jun 2017

- Financial accounting
- Business/contract law
- Taxation law
- Property law
- Employment law
- Advocacy, Dispute resolution, Ethics, Evidence

## KEY ACHIEVEMENTS

**Organisation:** Refactored administrative systems in several companies and successfully achieved technological innovation in the workplace.

**Communication:** Effective co-working with colleagues in other time-zones and in different languages.

**Self-motivation:** Career change through successful freelancing as a web developer.

**Leadership:** Class representative throughout degree, and vice-president of Napier Law Society.

## INTERESTS

Board Games  
Cooking  
Cosplay  
Documentaries  
Typography

## EXPERIENCE

### COLUMNIST

TenEighty, London  
Apr 2017 - Mar 2018

- Wrote weekly articles for several magazine sections including News, Events and Columns.
- Interviewed well-known online personalities at conventions.
- Represented the magazine at events across the country.

### LEGAL SECRETARY & PERSONAL ASSISTANT

Office Angels, Edinburgh  
Jun 2014 - Nov 2017

- Fulfilled several contracts with this agency as a legal secretary and PA.
- Maintained complex business performance spreadsheets and presented these to board members.
- Organised international travel and multiple meeting schedules for teams across the country.
- Wrote contracts, powers of attorneys, and wills.
- Prepared conveyancing letters.

### ACCOUNTANT

TechFix, Edinburgh  
Oct 2012 - Jun 2014

- Prepared and presented the Annual Return, Statutory Accounts, and quarterly VAT Returns using Sage 50 Accounts.
- Designed and sent client invoices.
- Maintained correspondence with suppliers and clients.