

Sophie Davies

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Education

2015 – 2019 - **Swansea University, LLB Law and Criminology** (*predicted 2:1*)

- Penology and Punishment (72%)
- Criminal Law (68%)
- Contract Law (63%)
- European Law (63%)

Achievements – most improved student 2016 / 2017, Swansea Employability Award – Silver standard.

2013 – 2015 - **Coleg Sir Gar, Llanelli**

A Levels – Law (B), Welsh (C), History (C)

AS Level – English Literature (C)

2010 – 2015 - **Ysgol Bro Dinefwr, Llandeilo**

GCSE's – 11 GCSE's grades A* - D including English, Maths, Science and Welsh.

Achievements – Duke of Edinburgh Bronze Award.

Law Work Experience

2018 Davies, Morgan and Peters Solicitors, Ammanford
Legal Clerical Assistant, summer placement

- Attended Magistrate and Crown Court hearings with partners.
- Researched issues for clients on regulatory matters and provided information to lead solicitor.
- Arranged daily meetings for solicitors and kept a MS Excel spreadsheet of all diary bookings.
- Developed understanding of court procedures and government regulations.
- Developed strong interpersonal skills through working with a team of solicitors and administrative staff.
- Maintained a database of up to 100 legal cases and provided communication on progress to lead solicitor.
- Prepared client invoices and updated the organisation database to record client outcomes.

2017 – 2018 Amman Valley Citizens Advice Bureau
Part time volunteer adviser

- Listened to client queries and concerns and provided a range of advice and support.
- Working with individuals at risk of becoming homeless from the surrounding area and informing them on the range of options available and helping them to decide next steps.
- Supporting individuals with debt management queries and negotiating with creditors on suitable repayment packages.
- Interviewing individuals who have lost their jobs and deciding if they have lost their job unfairly.
- Researched information via the internet for individuals regarding rights, further support and ways to self help.

2016 – 2018 Swansea University Law Clinic
Volunteer Student Adviser

- Part of a student led Law Clinic during term time.
- Advocated and negotiated on behalf of individuals experiencing difficulties regarding landlord and tenant disputes.
- Advised individuals on loan agreements and debt management, sometimes liaising with the organisation directly on behalf of the individual.

- Provided advice on a range of employment queries, contacting the Department for Work and Pensions acting on behalf of the individual.

Work Experience

2015 – 2018 Mamma Mia's Coffee Shop, Mumbles, Swansea
Part time waiting staff / food preparation assistant

- Worked a range of part time shifts during term time around studies and extra curricular activities.
- Provided face to face and telephone customer service to clientele, including details of food allergy / intolerances, availability and bookings and prices.
- Handled a large amount of cash and credit / debit card transactions and was responsible for cashing up at the end of each shift.
- Undertook Food Hygiene Certificate Level 2 and demonstrated an understanding and awareness of food safety and preparation.
- Worked as part of a team to decide shift patterns and provide customer service.
- Helped to prepare snacks and sandwiches in the kitchen, such as sandwiches, jacket potatoes and soup.

2013 – 2015 The Red Lion, Llandeilo
Weekend waiting staff

- Developed excellent communication skills, in English and Welsh, and learned to adapt my style to suit individual customers.
- Worked effectively as part of a team to organise shift rotas and day to day bar and restaurant management.
- Prioritised workload when covering restaurant and bar.
- Supported shift supervisor in stock management at the end of each shift.
- Completed cash reconciliation accurately at the end of each shift.

Volunteering Experience

2014 – 2015 The Dog Palace Kennels, Ffairfach
Volunteer dog walker and kennel assistant

- Volunteering as part of Duke of Edinburgh Award.
- Liaised with full time kennel staff to establish which dogs to walk throughout the day and which dogs might have additional needs and requirements.
- Developed understanding of animal behaviour and animal handling.
- Supported full time kennel staff in cleaning kennels.

Extra-curricular activities

2016 – 2018 Swansea University Equestrian Society
Team Member

- Attend weekly training sessions at Beacons Equestrian to prepare for dressage, showjumping and cross country UK university competitions.
- Developed time management skills by liaising with the Society President, planning all competitions throughout the academic term and advising the team of the events.

Skills

Languages Welsh – fluent speaker, written and reading

IT Fully competent in MS Word, Powerpoint and Outlook

References

Available on request