

EDUCATION HISTORY

YSGOL GYFUN CWM RHYMNI

GCSE | September 2016 – July 2021
I achieved 12 GCSE qualifications

graded between A* – B;

COLEG GWENT – CROSSKEYS

A Levels | September 2021 – June 2023

I studied and passed 4 A Level qualifications at college.

These subjects were; English Language and Literature, Law, Art and Design, and Welsh Baccalaureate;

LEEDS BECKETT UNIVERSITY

LLB Degree | September 2023 – Present

I am currently studying and yet to receive any grade

EMPLOYMENT HISTORY

EXECUTIVE ASSISTANT

Parsons Property Management Services –
Blackwood, Remote | May 2021 – Present

Transferred data, trained colleagues on new software, coordinated schedules accurately, managed office communication, and processed maintenance reports from tenants to contractors.

RETAIL SALES ASSISTANT

New Look – Caerphilly, Blackwood,
Llantrisant and Leeds Trinity | August 2021
– December 2023

Unpacked deliveries efficiently, managed customer complaints successfully, achieved personal and store targets, and consistently assisted customers.

ADMINISTRATIVE ASSISTANT

Adexsi Uk – Cardiff | July 2018 – March
2020

Accurately coordinated itineraries and appointments, managed office communication, organized files, and transferred data between software platforms.

VOLUNTEERING

STUDENT VOLUNTEER

Support Through Court – Leeds | January
2024 – Present

Providing emotional support, in person and over the phone, to Litigants in Person.

ADELINA SKARRA

EXECUTIVE ASSISTANT AND STUDENT
07929353163 | adiskarra@gmail.com | Leeds

SUMMARY

I am a first-year student at Leeds Beckett University, currently pursuing a degree in Law with a strong interest in establishing a career within the legal field. Furthermore, I hold a part-time position at Parsons Property Management Services, where I serve as an Executive Assistant.

SKILLS AND EXPERTISE

Outgoing and enthusiastic

Self-motivated and results driven

Adaptable and flexible

Eager and confident

Customer assistance and support

Time management

Ready to learn and develop

Bilingual

PROGRAMMES AND EXPERIENCE

PATHWAYS TO LAW: CARDIFF UNIVERSITY | SUTTON TRUST

I participated in various activities including workshops on CVs and LinkedIn profiles, gained work experience, attended debates at Cardiff University, and delivered a speech at my graduation ceremony. This opportunity developed my confidence and public speaking skills

EVERSHEDS SUTHERLAND | VIRTUAL UNLOCKED PROGRAMME 2022

Explored legal career paths, received mentorship, and improved public speaking and teamwork skills through presentations.

OAKWOOD SOLICITORS LTD | LEEDS

Improving client care and customer service skills by handling documents and communication. Gaining insights into the daily life and responsibilities of a solicitor to determine suitability for a legal career. Learning to apply legal terminology and legislation to clinical negligence claims

ROUNDTABLE EVENT – GENERATIVE AI | HOSTED BY THE LAW SOCIETY OF ENGLAND AND WALES

Various companies have witnessed advancements in technology enhancing legal services and making legal aid more accessible. Law students are encouraged to utilise AI innovatively while being cautious of plagiarism. The potential benefits of this tool remain uncertain. I discussed my insights with professionals, and they were subsequently highlighted in an article in the Law Society Gazette.