



# Chioma Eze

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## Junior Paralegal

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London, United Kingdom · chioma.eze@gmail.com · +44 7789 012 345 · linkedin.com/in/chiomaeze-law

Law graduate from the University of Westminster with experience in commercial litigation. Completed a **6-month paralegal internship** at a mid-sized London firm, managing case files for **25 active matters**. Skilled in legal research, document review, and client communication with a strong eye for detail.

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### EXPERIENCE

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#### **Paralegal Intern**, Penningtons Manches Cooper LLP, London

*Jun 2024 – Nov 2024*

Worked within the commercial disputes team supporting partners and associates.

- Managed case files for **25 active litigation matters** with claim values from £50,000 to £3.2 million
- Conducted legal research on **15 specific points of law** using Westlaw and LexisNexis, producing research memos for fee earners
- Prepared bundles and court documents for **4 hearings** at the High Court and County Court
- Drafted **30+ client letters** and witness statements under supervision of associates

#### **Receptionist (Part-time)**, Premier Inn, London

*Sep 2022 – May 2024*

Front desk role at the County Hall hotel near Waterloo.

- Checked in an average of **80 guests per shift** and handled room allocations for a **313-room property**
- Resolved **95% of guest complaints** at first point of contact without escalation

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### EDUCATION

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#### LLB (Hons) Law in Law, University of Westminster, London

*Sep 2022 – Jul 2025*

2:1 (64%). Modules included Civil Litigation, Contract Law, Tort Law, and Legal Research Methods. Achieved 74% in Civil Litigation module.

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### SKILLS

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Legal Research (Westlaw, LexisNexis) • Document Review • Court Bundle Preparation • Client Communication • Case File Management • Witness Statements • Microsoft Office • Attention to Detail

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### CERTIFICATIONS

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CILEx Level 3 Professional Diploma in Law and Practice (In Progress), Chartered Institute of Legal Executives

*Sep 2025*

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### LANGUAGES

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English – Native • Igbo – Conversational

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### EXTRA CURRICULAR ACTIVITY

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Westminster Law Society Pro Bono Clinic

*Sep 2023 – Jun 2025*

Volunteered **3 hours per week** at the university's free legal advice clinic, helping **4 to 6 clients per session** with housing and employment queries.