

Jade Adeyemi

Paralegal

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Paralegal with just over a year of experience in personal injury and clinical negligence. Currently managing a caseload of 40+ fast-track PI claims, handling everything from initial client meetings to settlement negotiations. Working towards the SQE with a goal of qualifying as a solicitor by 2028.

EXPERIENCE

Paralegal – Personal Injury, Irwin Mitchell, Birmingham

Mar 2025 – Present

Managing a caseload of fast-track personal injury claims including road traffic accidents, workplace injuries, and public liability.

- Carry a live caseload of **40–45 claims** at various stages from instruction through to settlement
- Draft letters of claim, witness statements, and schedule of loss documents
- Negotiated settlements totalling **£180,000+** across 12 cases in the first 8 months
- Maintain file compliance with **SRA and Legal Aid Agency** requirements — passed 2 internal audits with zero deficiencies

Legal Assistant, Thompsons Solicitors, Birmingham

Jun 2024 – Feb 2025

Administrative and case support in the industrial disease team.

- Prepared **bundles and disclosure documents** for 25+ asbestos-related claims
- Booked and coordinated medical appointments and expert reports for **30 clients per month**
- Managed the team's diary and court deadline tracker — zero missed deadlines over 9 months

EDUCATION

LLB (Hons) in Law, Birmingham City University, Birmingham

Sep 2021 – Jun 2024

Upper Second Class Honours. Modules included tort law, contract law, and civil litigation. Completed a placement with the Birmingham Community Law Centre in Year 2.

SKILLS

Personal Injury Case Management, Witness Statement Drafting, Settlement Negotiation, Court Bundle Preparation, Civil Procedure Rules (CPR), Case Management Systems (Proclaim), Legal Research (Westlaw, LexisNexis), Client Interviewing, SRA Compliance, Microsoft Office (Word, Excel, Outlook)

CERTIFICATIONS

SQE1 (Passed), Solicitors Regulation Authority

Nov 2025

CILEx Level 3 Certificate in Law and Practice, Chartered Institute of Legal Executives

Sep 2024 – Mar 2025

LANGUAGES

English (native), Yoruba (conversational)

PROJECTS

Case File Digitisation – Irwin Mitchell

May 2025 – Sep 2025

Helped move 120 legacy paper files to the digital case management system.

- Scanned and indexed **120 case files** comprising roughly 8,000 documents
- Identified **6 files with missing limitation dates** that needed urgent action — escalated and resolved
- Created a tagging system that cut average document retrieval time from **5 minutes to under 30 seconds**

REFERENCES

Rachel Connolly, Senior Associate – Personal Injury, Irwin Mitchell, rachel.connolly@irwinmitchell.com, +44 7700 900 543

David Obasi, Solicitor – Industrial Disease, Thompsons Solicitors, david.obasi@thompsons.law.co.uk, +44 7700 900 654

EXTRA CURRICULAR ACTIVITY

Volunteer – Birmingham Community Law Centre

Jan 2023 – May 2024

Provided initial legal advice at weekly drop-in sessions covering housing, employment, and welfare benefits. Assisted approximately 6 clients per session.

Member – Birmingham Junior Lawyers Division

Sep 2024

Attend monthly networking and CPD events. Helped organise a panel event on alternative routes to qualification attended by 45 aspiring solicitors.