

Michael Davies
14 Any Road
Manchester, M72 1DE
00161 230 00200
077778 5678567
email75@email.co.uk

Profile

A versatile and professional law graduate with wide ranging experience in a variety of law-related areas including youth offending, debt and benefits advice, employment law, and housing. Seeking to combine academic achievements and work experience in a challenging role within the voluntary sector.

Education and Qualifications

2006 – 2009	LLB (Hons) in Law 2:1 Nottingham Trent University Optional course modules: Employment Law, Contract Law, Consumer Law, Law and Medical Ethics, European Law.
2004 – 2006	Nottingham Sixth Form College 3 A-Levels English Language (A) Psychology (B) Business Studies (B)
1999 – 2004	Ashburton Secondary School 9 GCSEs Grades A - C

Voluntary Experience

2007 – 2009 TGH Advice Centre Volunteer Advisor

- Providing independent, confidential and impartial advice to clients on debt, benefits, employment, housing, relationship and family issues for local voluntary organisation
- Interviewing clients face-to-face and over the phone to establish their needs
- Drafting letters and making calls on behalf of clients
- Referring clients to specialist caseworkers for complex problems or signposting to other agencies when appropriate
- Assisting clients to negotiate with companies and service providers to resolve any difficulties.

2008 – 2009 Volunteer Mentor Youth Offending Team

- Providing one-to-one support, guidance and encouragement to young people who are at significant risk of offending or re-offending
- Maintaining confidentiality, whilst ensuring child protection procedures and issues of disclosure are followed
- Supporting mentees to set positive goals and work towards achieving these
- Establishing and maintaining regular and timely contact with mentees.

Work Experience

2007 – 2009 Bar Supervisor Student Union Bar

- Served customers, maintained excellent levels of customer service during busy periods
- Managed the bar in line with health and safety regulations
- Trained and supervised new bar staff
- Key-holder and responsible for opening and closing the bar within licensing hours
- Planned and organised staff rotas
- Ensured the bar area was stocked and well maintained.

Additional information

- Confident with a range of IT packages including Word, Excel, Powerpoint, internet and e-mail.
- Fluent in Spanish and French
- Full, clean driving licence.

Interests

- Team captain of the University Hockey Team
- Active member of the University Student Union.

References

- Available on request.