

JADE MACASADDU

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Personal Profile

I consider myself to be a hardworking, reliable and confident individual with excellent interpersonal and communication skills. I am a strong team player and enjoy working directly with a wide range of people. I am able to work proactively under pressure and I always strive to do my very best in my work. I really enjoy undertaking new challenges and seeking opportunities to learn and acquire new skills for personal and professional growth. I am dedicated and committed to my work, with the willingness to always go the extra mile to deliver superb results.

Key Skills

- Comprehensive knowledge of conveyancing processes, from initial instruction to official registration.
- Comprehensive knowledge of private client processes, including Probate and Power of Attorney.
- Excellent analytical and diagnostic skills.
- Knowledge of Microsoft Office. (e.g. Word, PowerPoint, Excel)
- Knowledge of case management systems, such as DPS, Visual Files, Mattersphere and 3E.
- Ability to take the initiative and work well under pressure, ensuring strict deadlines are always met.
- Able to communicate with colleagues and clients confidently and efficiently by telephone, emails and letters.
- Can work well independently and proactively as part of a team.
- Excellent time management skills.
- Great at multitasking and prioritising work.

Education

ACCESS LAW ONLINE (ALO)

2021 – 2023 (LEVEL 4 DIPLOMA)

SPALDING HIGH SCHOOL, SPALDING

2015 – 2019 (GCSEs AND A LEVELS)

BISHOP STOPFORD SCHOOL, KETTERING

2012 – 2015 (GCSEs)

QUALIFICATION:

LEVEL 4 QUALIFIED CONVEYANCING TECHNICIAN (CLC)

CURRENTLY TRAINING TOWARDS:

LEVEL 6 LICENSED CONVEYANCER (CLC)

Work Experience

Conveyancing Technician (Fee Earner), Taylor Rose MW, Peterborough, Jan 2021 – Sep 2023

DUTIES AND RESPONSIBILITIES :

- Handling my own active caseload of 40-50 files with 10-12 new instructions per month.
- Handling sales, purchases, remortgages and transfers of equity for freehold and leasehold matters, including unregistered properties.
- Preparing and issuing draft contract packs.
- Ordering and reporting on search result by way of a search report, including research into complex results.
- Conducting title checks for freehold and leasehold matters, including unregistered properties and purchases of land in England and Wales.
- Raising enquiries for all purchase matters and reporting to the clients accordingly.
- Reviewing mortgage offers and reporting to lender in accordance with the UK Finance Lenders' handbook.

- Reporting to client on the mortgage offer by way of a mortgage report.
- Dealing with complex matters, including rent charges and deed of variations, tenanted properties, unregistered properties, leasehold matters, probate and power of attorney matters and purchases of land.
- Effectively utilising the case management system to ensure all matters are recorded in an efficient and organised manner.
- Conducting initial AML ID checks and monitoring ongoing AML checks throughout the course of all transactions.
- Conducting source of funds checks for all purchase and remortgage matters in line with the SRA's AML requirements and internal Firm policies.
- Handling all post completion matters, including requisitions, notices and scheduling.
- Actively corresponding with referrers, estate agents and third-party solicitors to provide updates.
- Actively generating new business through positive relationships with referrers, estate agents and clients.
- Attending networking events to meet estate agents, referrers, and other local lawyers to build positive working relationships.

Senior Legal Assistant (Residential Conveyancing), Chattertons Solicitors, Stamford, Jul 2020 – Dec 2021

DUTIES AND RESPONSIBILITIES :

- Providing updates to clients throughout purchase, sale and re-mortgage transactions.
- Maintaining contact with Estate Agents to provide updates.
- Managing client ledgers in regard to incoming and outgoing funds.
- Coordinating meetings with clients based on Case Handler availability, booking meeting rooms, preparing food and drinks and preparing all necessary documentation to be reviewed or signed.
- Creating client care packs to be sent out at the start of transactions.
- Managing client funds and ledgers to ensure all balances are correct in line with strict deadlines.

Senior Legal Assistant (Private Client), Chattertons Solicitors, Stamford, Sep 2019 – Jul 2020

DUTIES AND RESPONSIBILITIES :

- Managing legal documentation and correspondence with confidence and confidentiality.
- Ensuring that the case management system is organised and consistently updated to maintain accurate records of communications relating to the Estates.
- Regularly contacting clients by telephone, email or letter to provide updates.
- Coordinating client meetings, booking meetings into the calendar and ensuring that all documentation is prepared before the meeting.
- Meeting with clients to provide updates or to release legal documents and/or return original documents.
- Conducting legal research into stock markets and asset values for Schedule of Assets and Liabilities.
- Coordinating work allocations within a team to ensure that tasks are always completed to strict deadlines.
- Time managing and prioritising tasks based on urgency.
- Assisting with accounting and billing to ensure that monthly targets are met.
- Time recording accurately to ensure that billing is correct.

Hobbies and Interests

- **Fitness** – I thoroughly enjoy going to the gym and have recently taken up running, following a knee injury in 2021. I have been enjoying seeing my progress and I am now in the process of training for a 10k run where I hope to raise some money for Cancer Research, a charity that is very close to my heart. In the past, I have participated in a number of long-distance runs, such as the Race of Life, where I have been fortunate enough to raise over £1,000.00 for charity.
- **Travel** – I love to travel to see different cultures and have new experiences. Over the past couple of years, I have travelled around a number of places within Europe with the aspiration to travel further afield and explore parts of Asia, America and Australia.