**Sophia Anstey**

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  Professional summary

Self-motivated individual with strong ambition, organisation and work ethic. Detail-orientated and able to learn new tasks quickly and effectively, possessing excellent memory and aptitude for engaging in new challenges. My extensive hospitality and musical theatre background has provided excellent skills in conversing with others with confidence, ease and engagement.

  Work history

Work Experience, 07/2023 - 08/2023

Devonshires Solicitors - London, Finsbury Circus

* I most recently received the opportunity to do a two-week work experience programme at Devonshires Solicitors in London during the summer of 2023
* I was able to work with the Housing Management and Property Litigation department during the first week and with the Litigation and Dispute Resolution department during the second
* I gained experience working as a shadow solicitor and completing the same duties and obligations as they would in their day-to-day responsibilities throughout my time at Devonshires, which cemented my desire to pursue a legal career
* I was able to become proficient in various vital legal tasks that my solicitors had assigned me, such as completing a Quantum Advice on my own and filing multiple gas injunctions, initial advice letters, tables of disrepair, letters of action, and disclosure forms
* This entrusted me with a great deal of responsibility and consolidated the importance of attention to detail within this profession
* I additionally received the opportunity to participate in a client meeting and observe a court proceeding regarding a possession claim, which gave me invaluable insight into how lawyers interact with their clients inside of the court and within the firm
* In closing, I feel that my time at Devonshires was incomparable in terms of the experience it afforded me and that it truly prepared me with confidence as I advance to the next phase of my legal career.

Work Experience, 07/2022 - 08/2022

Sodexo - London, Southhampton Row

* I had the amazing opportunity to participate in a two-week work experience with Sodexo's internal legal team
* I gained knowledge of a broad spectrum of legal areas as a result, including prison inquests, pre-inquest review hearings, competition law studies, supply chain contracts, data privacy, and ethics counsel
* All of these provided me with a great deal of valuable information and a solid understanding of how the law is applied in practice
* I had the fortunate experience of working at the Sodexo London Office, where I was able to observe major discussions between government representatives and the in-house solicitors to learn about the nuances of these types of conversations and the conduct expected of lawyers, even when communicating via video
* In addition, I received an invitation to visit Forest Bank Prison in Manchester, where I shadowed a barrister tasked with handling an inquiry following a tragic prisoner suicide
* This allowed me to see first-hand how a Barrister handles such varieties of discussions with private businesses as well as how such pressing matters are handled
* The rigours of everyday life and the harsh reality of legal decisions became clearer to me as a result of these two weeks, which also served to emphasise the importance of the law in all facets of our lives.

Retail Assistant, 07/2022 - 01/2023

Hattie and Moo Kids - Southwell

* I accepted a retail position during the summer and winter breaks of 2022 in a children's boutique as I sought a change from waitressing
* Through this position, I was able to learn new skills such as stock management, assisting and advising sales, and operating a different cash register that ran solely on an iPad system as opposed to a standard till which largely increased my technological expertise
* I was given complete control over the shop's operations, including opening and closing the store, which entrusted me with a lot of responsibility and elevated me to a more managerial position requiring a great deal of trust
* Additionally, I had full control over all social media platforms, which provided me with an excellent opportunity to learn how to use social media to boost interest and engagement.

Waitress, 01/2017 - 09/2023

The Old Theatre Deli - Southwell

* Since the age of 14, I have worked as a waitress at the Old Theatre Deli in Southwell, which has given me a wealth of knowledge and insight into the significance of friendly customer service and hospitality, both of which are essential to the service sector
* My experience has given me a sense of ease in interacting with customers and the ability to manage reservations, inquiries, and occasionally criticism
* I was able to acquire the skills to interact with people with confidence in all situations since the staff and customers consisted of a varied age group
* In addition, the deli had to switch to providing a takeout-only service during the winter season when COVID-19 cases were on the rise
* This gave me a fantastic opportunity to develop my skills using the till and daily barista training, which ultimately allowed me to run the store and serve customers on my own while managing constant orders and understanding how to work efficiently when under pressure
* The business also grew to offer catering and event services, which gave me the chance to learn how to deliver higher levels of service and how to work in a high-pressure setting without sacrificing the quality of the work that I was expected to provide.

  Skills

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| --- | --- |
| * Confident public speaker
* Relationship building
* Highly organised
* Attention to detail
* Westlaw expertise
 | * Time management
* Comfort in leadership positions
* Customer Service
* Opening and closing procedures
* Extensive hospitality background
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  Education

Law LLB, 09/2021 - 05/2024

University of Manchester - Manchester

Status: Just completed my third year and graduating at the beginning of July.

A Level

Minster School - Southwell, Nottinghamshire

* English A\*
* Economics A\*
* Spanish A\*

GCSE

Minster School - Southwell, Nottinghamshire

* Grades A\*\* to B

  Languages

|  |  |  |
| --- | --- | --- |
| English : Native |  | Spanish : AdvancedA\* A Level |

  Hobbies and interest

* I have been engaged in the performing arts since a young age, and throughout that time I have excelled in all graded tests, attained the vocational level in Musical Theatre, Ballet, Tap, and Modern, as well as played the lead in various professional productions. The high standard I was required to meet demanded consistent attendance, which encouraged levels of self-control and diligence. We were expected to exhibit good mastery of the syllabus in advance of performance exams, particularly in discussion components that called for assiduousness and thorough study to provide information that was both brief and persuasive. These invaluable abilities were crucial in their application throughout demanding work periods including school exams, which demanded effective time management and perseverance in addition to the ability to stay calm under pressure.
* Organisation: Due to my extensive extracurricular involvement in the performing arts and my goal to receive the top scores possible in both dance and school examinations, organisation has always played a significant role in my life. I rely on my organisational skills in every aspect of my daily life to ensure that everything is accomplished without becoming too stressed or overburdened. As I have done in the past in both waitressing and retail experience, I am certain that I can apply them to any profession.
* Leadership: I have always found that I take on leadership roles with ease, as I feel comfortable and confident in managing groups of people and stepping up to take charge. After presenting my credentials to the group in a public speech, I was chosen to hold the post of managing director for our Young Enterprise program in sixth form. In my role, I delighted in the opportunity to enhance my skills of organisation, communication, and team coordination to coincide with my existing aptitude for leadership. We sought to promote sustainability in line with the urgent issues of climate change, so I pushed the team to think about broader topics such as ethnic concerns and waste management.
* Self-motivation: I am an extremely focused and motivated person who works hard to have the greatest outcomes in both my academic and extracurricular pursuits. I worked hard and asked my professors repeatedly how I could achieve the grades I desired for A level after I wasn't completely satisfied with the GSCE results I received. Acting on their candid criticism and putting in countless hours of independent study was necessary for this, which ultimately allowed me to earn the marks I had aimed for.

  References

Mrs Catherine Ford, Assistant General Counsel Legal, Sodexo (catherine.ford@sodexo.com)

Mrs Sarah Tinley, Owner, Old Theatre Deli, Southwell, Nottinghamshire, NG25 0HE

Mrs Emily Phillips, Owner, Hattie & Moo Kids, Southwell, Nottinghamshire, NG25 0EH