

Neil Egan-Ronayne | Legal Consultant and Author
Central Cambridge
07771 333801
contact@theblackletter.co.uk

Professional Profile

A methodically disciplined legal consultant, research specialist, legal scholar and author with first-class business management and client facing experience, delivering exceptional client-centred solutions through the possession of razor-sharp legal intellect and multi-jurisdictional knowledge of case law and statute.

Core Skills

- Rapid Data Absorption
 - Accelerated Learning
 - Outstanding Communication
 - Complex Text Simplification
 - Project Leadership and Completion
 - Strategically Critical Thinking
 - Organisation and Precision
 - Diligence and Self-Regulation
-

Education

September 2013 - October 2016
Anglia Ruskin University
LL.B. (Hons) Law

September 2012 - July 2013
Cambridge Regional College
Access to HE (Nursing) (Psychology/Sociology/Biology)

September 1982 - July 1985
Chesterton Community College

September 1980 - July 1982
St. Bedes RC Secondary School

Qualifications

LL.B. Law (Hons)
Access to Higher Education Diploma
GCSE Level Adult Numeracy
GCSE Level Adult Literacy

Certificates Held

Bachelor of Laws with Honours (20184359)
European Diploma HESA Reference No. 1310473117844
Disclosure and Barring Services Limited (Enhanced Certificate) No. 00144059523
Access to HE Diploma No. CRC10612096
Advanced Lexis Library Online Legal Research
Westlaw UK Advanced Certification for online Legal Research
Open University Business Studies, Leadership and Management

Career History

January 2017 - Date

Black Letter Publishing

Owner / Author

Writing legal academic study resources through self-publication, with duties including:

- Detailed Legal Research
- Academic Writing
- Proofreading
- Editing
- Publication, Marketing and Promotion
- Website Maintenance
- Bookkeeping
- General Administration
- Graphic Designer Liaison
- Working to Deadlines

November 2016 - December 2016

Woodfines Solicitors LLP (Temp)

Legal Assistant

Assisting the Conveyancing Team through undertaking of:

- Photocopying and Scanning
- Drafting all Correspondence
- Big Hand Audio Typing
- Bankruptcy Searches
- Cheque Requisition
- Ledger Checks
- File Creation and Closure
- HM Land Registry Form Preparation
- Document Amendment/Certification
- Use of Solicitors Own Software (SOS)

September 2016 - October 2016

Woodfines Solicitors LLP (Temp)

Legal Assistant

Assisting the Conveyancing Team through undertaking of:

- Photocopying and Scanning
- Drafting all Correspondence
- Big Hand Audio Typing
- Bankruptcy Searches
- Cheque Requisition
- Ledger Checks
- File Creation and Closure
- HM Land Registry Form Preparation
- Document Amendment/Certification
- Use of Solicitors Own Software (SOS)

September 2016 - September 2016

Woodfines Solicitors LLP (Temp)

Legal Assistant

Assisting the Private Client team through the undertaking of:

- Photocopying and Scanning
- Drafting all Correspondence
- Big Hand Audio Typing
- Bankruptcy Searches
- HM Land Registry Form Preparation
- Ledger Checks
- File Creation and Closure
- LPA Drafting and Registration
- Will Archival
- Use of Solicitors Own Software (SOS)

May 2016 - September 2016

Miller Sands Solicitors

Administrative Assistant (Fixed-Term)

Employed to undertake various administrative support duties including:

- Photocopying and Scanning
- Drafting all Correspondence
- Big Hand Audio Typing
- Bankruptcy Searches
- HM Land Registry Form Preparation
- Court Bundle Preparation
- Reception Cover
- Meeting & Greeting Clients

- Drafting Bill & Completion Statements
- Easement and Overage Assistance
- Statutory Declaration Assistance
- Use of Quill Software
- Ledger Checks
- File Creation, Closure and Archival
- LPA Drafting and Registration
- Will Archival
- Legal Research
- Conveyancing Quotations
- Telephone Support
- Proof-Reading
- Transfer of Equity Assistance
- Litigation Assistance
- Boundary Dispute Assistance
- Use of Compliance Manager Software

September 2013 - May 2016
 Anglia Ruskin University (Cambridge)
 Full-Time Law Undergraduate

January 2011 - September 2013

Self-Employed

Personal Carer (Private Client)

Total and successful client care package management involving:

- Financial Management
- LA and Social Worker Liaison
- Environmental Supervision
- Medical Support Resourcing
- Coordination of Nursing Care
- Palliative Adaptation
- Legal Resolution
- LPA Drafting and Registration
- Familial Mediation
- Conflict Management

January 2009 - September 2010

CC Recruitment Ltd

Director

Established a national senior construction management recruitment company to supply high-end multi-million pound contractors. Notable achievements include:

- Legal and Contractual Management
- Board Level Presentations
- Domestic and International Coverage
- Supplier Approval to Top UK Firms
- Financial Negotiations
- Specialist Service Provision
- SWOT Analysis
- Fast-Track Strategic Growth

August 2006 - September 2008

APS Recruitment Ltd

Recruitment Consultant

Joined the firm with no prior recruitment experience and quickly demonstrated:

- Dual Division Operation Success
- Profitable Client Base Conversion
- Substantial Fee-Earning Status
- Effective Account Management

June 2004 - June 2005

LSUK Ltd

Sales Manager

Entered the industry with no prior experience and successfully achieved:

- Competitive Brand Reestablishment
- Increased Market Profitability
- Revitalised Client Relationships
- Optimised Staff Performance

September 2003 - June 2004

Elecheck EST

Area Sales Manager

Single-handedly negotiated tender status with UK's largest independent insurance firm and successfully secured:

- Multiple Regional Contracts
- National Supplier Frameworks

- Opportunities for Rapid Growth
- Increased Geographic Presence

June 1996 - August 2003

WF Electrical plc

Business Development Manager

Joined the company as part of a corporate takeover and successfully secured:

- 100% Merger Client Retention
- Cross-Industry Success
- Partnering Agreements
- Record Achieving Sales
- Market Sector Leadership
- Outstanding Account Management

Recent Key Achievements

- Achieved clear and decisive victory in debut university law moot
- Received first class grade for independent degree-level legal research

Languages

English and Basic French

IT Skills

Apple iWork, iMail, Keynote, Pages, Microsoft Word, Excel, PowerPoint, Outlook, Quill, Compliance Manager, Solicitors Own Software (SOS) and BigHand proficient

Reference Statement

Full consent is given to any potential employer wishing to contact the following referees prior to interview:

Employer Reference #1

Denise Davies
Partner
Woodfines Solicitors LLP
Lockton House
Clarendon Road
Cambridge
CB2 8FH
Tel: 01223 411421
Email: ddavies@woodfines.co.uk

Academic Reference #1

Dr. Alexander RJ Murray
Lecturer
Anglia Ruskin University
Cambridge Campus
East Road
Cambridge
CB1 1PT
Tel: 0845 271 3333
Email: alexander.murray@anglia.ac.uk

Employer Reference #2

Siôn Hudson TEP
Partner
Miller Sands Solicitors
Regent House
133 Station Road
Impington
Cambridge
CB24 9NP
Tel: 01223 202345
Email: sph@millersands.com

Character Reference #1

Ian Woodroffe
Psychosocial Consultant
Gold Training and Counselling
4 Station Road
Swaffham Bulbeck
Cambridge
CB25 0ND
Tel: 01223 813122
Email: ian@goldtraining.co.uk