



Tishana Williams

Graduate

London, UK

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Languages

English (Native)

About

I am a dedicated, organized, and methodical Law Graduate. I have good interpersonal skills, I am an excellent team worker and I'm keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

BRANDS WORKED WITH

- Christian Lavergne Solicitors
- Circle of Care
- HOME CARE PREFERRED
- Intellectual Mind Records
- McDonalds
- Richphire

Experience

● Head of Legal Affairs

Richphire | Mar 2021 - Now

This role is a start-up company that intends to branch out into different industries, work is yet to be commerce but after discussions with the CEO my role will be mainly legal as the company has just been incorporated.

● Crew Member

McDonalds | Apr 2018 - Mar 2022

Working as a crew member I had to be trained on different parts of the kitchen as well as learning how to present and to multitask on drive-thru, store floor and the new addition that was recently added, delivery. I mostly worked face-to-face with customers, but I was not limited to working on the floor, all teams are comprised from the different areas in the kitchen and tasks needed to be done in and out of the kitchen. This experience was good as it taught me the importance of teamwork, also more about how to delegate tasks between myself and to other crew members.



● Support Worker

Circle of Care | Jul 2017 - Apr 2018

I worked with and supported vulnerable and elderly clients, privacy and confidentiality was an important aspect in my role. Although it was a role that gives one courage to carry-out, it was more about building professional relationships with the clients, enabling them to trust and rely on me for support. I was able to build close relationship with several clients which enabled me to report issues that would have a negative impact on them.

● Head of Legal Affairs

Intellectual Mind Records | Sep 2016 - Jan 2019

strategies, drafting of contracts for the record label. I draft various materials and agreements as well as general correspondence between the label, artists and third parties. In addition to this I have also archived the documents to help the running of the label, I carry out all general administrative duties whilst overlooking the general issues that are specifically sat issue. The legal running of the record label, applying for copyright and trademarks. As well as overseeing and discussing legal flaws for label and clients that may intend on using label services to launch their music career.



● Support Worker

HOME CARE PREFERRED | Dec 2016 - Apr 2017

My role as a support worker allowed me to support vulnerable clients. As a support worker though clients are viewed differently as opposed to working in Law, I have learnt that clients are particularly important individuals and without them we cannot carry-out our role. Privacy and

confidentiality are an important aspect in my role, this is somewhat like that in the legal profession.

- **Legal Intern**

Christian Lavergne Solicitors | Aug 2016 - Oct 2016

I have drafted letters and filled applications for legal purposes, I have conducted extensive research into legal issues prioritising my workload by matter of urgency. I peruse through case files identifying the issue(s) in the case. Thereafter, refer them to my Line Manager and seek advice as how to progress the case further, communicating in writing and completing work in accordance with the instructions of my Line Manager. Multi-tasking dealing with the administrative aspect of bulk cases returned from Court such as registering, allocating and/or finalising them. Corresponding with Counsel setting them with cases accordingly, whilst managing my own casework. Preparing physical and electronic case bundles, preparing, and writing witness statements whilst updating the case file on the system.