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**Bryne Edwards**

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| **Profile** |  |
| A mature and experienced graduate seeking legal experience. Independent, with extensive experience of dealing with the public. Experienced office worker with good IT skills; final management skills and excellent life experiences. |
| **Higher Education** |  |
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| 2011 – 2012 (Feb) | Centre for Legal Practice, Aberystwyth University |
|  | Legal Practice Course. Finished for personal reasons. |
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| 2010 - 2011 | Sheffield Hallam University |
|  | General Diploma in Law - Pass |
|  | First Class Assignments: EU Law (77%) Public Law (70%) |
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| 1993 – 1996 | Leicester University |
|  | *BA Law Upper Second Class Honours* |
|  | (First in Jurisprudence) |
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| **Skills** |  |
| Experienced face-to-face advisor on diverse legal matters to the general public. I advised on benefits law; debt advice; homelessness; consumer law; employment law; and general legal processes to the public, including to young offenders; the employed and self-employed; the unemployed; teenagers; pensioners; landlords; benefit claimants; the disabled; and drug users. |
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| Experienced office worker with responsibilities of processing housing benefit claims; answering telephone enquiries from landlords and tenants; dealing with complaints; managing files; managing caseloads effectively, including my own designated House in Multiple Occupation; and writing for evidence needed to complete claims. All responsibilities done with confidentiality and fraud detection in mind. |
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| Experienced file manager with awareness of the importance of recording all communications with the client/claimant; of updating the file promptly so that I (or a fellow worker) could look at the file and understand it without explanation; of maintaining confidentiality and Data Protection Act compliance; and of detecting possible fraudulent claims. |
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| Use to working as part of a team and as an individual, while at the same time maintaining my workload effectively; prioritising and working to deadlines. |
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| IT skills include City and Guilds Advanced Diploma Level 3 in Word; City and Guilds Diploma Level 2 in Word and Excel; and the European Computer Driving Licence. |
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| Teacher of English as a second language in South Korea. Teaching nine- to fifteen-year-olds elementary and intermediate grammatical and conversational English; pronunciation; and spelling. |
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| Appreciation of other countries and cultures after numerous years living abroad. I have lived in Australia, South Korea and visited many other countries so am aware of different cultures; different social etiquette and different ways of seeing things. |
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| **Personal Summary** |  |
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| Date of Birth: 20/03/1974 (37 years) |  |
| Clean driving licence |  |
| Regular walker, cyclist and swimmer |  |
| Basic Teeline shorthand |  |
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| **Legal Work and Voluntary Experience** |  |
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| **Claims Processor, Housing Benefits Department** 2002 - 2004 |
| (first 12 months as a Clerical Assistant) |
| Processing Housing Benefit claims according to Housing Benefit Law; writing for needed information; sharing information with other departments and Agencies; answering enquiries over the telephone |
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| **Volunteer Citizens’ Advice Bureau Advisor** 2001 - 2002 |
| Advising the public face-to-face on diverse legal problems |
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| **Volunteer Young Offender’s Panel Member**2001 - 2002 |
| Talking to ten- to seventeen-year-olds who have committed a crime for the first time (which was not serious enough for a custodial sentence); pleaded guilty; and agreed to a ‘contract of behaviour’ which addresses risk factors and prevents re-offending. |
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| **Overseas Experience** |  |
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| **Teacher of English as a Foreign Language, South Korea** 2007 - 2009 |
| Teaching elementary, middle and high school children basic and intermediate English |
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| **Gap Year in Australia and New Zealand** 2004 - 2005 |
| Travelling and working: 6 months’ as a lifeguard in Sydney, and 6 weeks as a Tractor Driver near Perth |
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| **Referees** |  |
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| **Academic**:Emma DaviesLegal Practice Course DirectorHugh Owen BuildingAberystwyth UniversityCeredigionWalesSY23 3DYEmail:ejd@aber.ac.uk | **Recent Employer**:Martin WoodsShift ManagerPremier FoodsBatchelors FactoryClaylands AvenueWorksopNotts, S81 7AYTel: 01909 475522 |