

# BRYONY COATES

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## LEGAL WORK EXPERIENCE

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- November 2015 - Present** **Clear Law Solicitors, Manchester, UK**  
JUNIOR RTA LITIGATOR Responsibilities include the handling of 150+ litigated and pre-issue cases. I continue to work with minor, fraud and LVI cases. It is primarily my job to take fast-track files that have been dropped from the MOJ portal and prepare them for part 8 proceedings. This involved reviewing all evidence to establish prospects of success and to value the claim. I am also responsible for recovering any credit hire damages or other types of special damages. I am not only responsible for negotiating settlements but also for drafting Court proceedings, court documents and witness statements. I am also expected to resolve any costs disputes and manage office and client banking.
- October 2014 - November 2015** **Colemans-CTTS (Later Simpson Millar), Manchester, UK**  
RTA PORTAL FEE EARNER Responsibilities included the handling of nearly 400 non-disputed MOJ portal cases. I was responsible for valuing the claim and gathering all necessary evidence of losses. It was then my job to submit these onto the portal and attempt a settlement. If this was not possible I would draft and submit Part 8 proceedings.
- June 2014- March 2015** **MTA Solicitors LLP, Manchester, UK**  
NEW CLAIMS LEGAL ADVISER I worked in a number of positions during my time at MTA Solicitors. I started out as a legal adviser for Unite the Union, a contract which had been undertaken by MTA. I also took any overflow calls from reception. I then moved to the New Claims team where I took initial calls from clients.
- June 2014** **Taylor King, Manchester, UK**  
PERSONAL ASSISTANT I worked as a PA to a Family Law Solicitor. This primarily involved answering the phone and taking dictation. I also drafted documents and emails under instruction. I was in charge of organizing the office and client banking which was all on paper.

## EDUCATION

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- 2011 to 2014** **Bachelors of Law, Lancaster University**  
UNDERGRADUATE LL.B, *Second-Class Honours*  
STUDY
- 2009 to to 20111** **A Levels, Ashton Sixth Form College, Manchester**  
SIXTH FORM A Levels in Music (B), English Literature (B), Maths (C), General Studies (A\*);
- 2004 to to 2009** **GCSEs, Fairfield High School for Girls, Manchester**  
HIGH SCHOOL 4 A\*, 4 A, 3 B and 1 C grade; A\* in English Literature, A\* in English Language, A\* in Mathematics, A,A\* Science (Dual Award)

## SKILLS

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- Piano - *Grade 5 practical and theory*  
Guitar - *Self taught*  
Volleyball - *Past - North West Under 16s; Current - Manchester Marvels*  
Karate - *3rd Dan Brown Belt*  
Rugby Union - *First Year Lancaster University Women's Team*  
Debating - *Fairfield High School for Girls Team; Ashton Sixth Form College Team*
- Legal Software** WestLaw, LawTel, LexisNexis  
**Other Software** Microsoft Office Suite, L<sup>A</sup>T<sub>E</sub>X  
**Systems** Windows  
**CMS** VisualFiles, Proclaim

## COMMERCIAL WORK EXPERIENCE

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- 2014** Dry Bar, Manchester, UK  
POSITION Bar Staff
- 2014** Crown and Kettle, Manchester, UK  
POSITION Bar Staff
- 2013** The Lounge, Lancaster, UK  
POSITION Bar Staff
- 2012** Penny Bank, Lancaster, UK  
POSITION Bar Staff

## VOLUNTEERING WORK

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- 2010 to 2012** Volunteer Ranger, Oldham Countryside Service  
I worked to preserve the local countryside by clearing litter and re-painting benches, bins and signs. I also assisted in giving guided tours and teaching new volunteers how to use the equipment
- 2013** Steward, Manchester Pride  
I acted as security on the barriers for the parade and providing directions around the Manchester center.

## REFERENCES

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- Clear Law Solicitors** Mike Ventella, RTA Manager, *Mike.V@clearlawoline.co.uk*
- Colemans-ctts** Damian Ryder, RTA Manager, 0808 129 3320, *damian.ryder@simpsonmillar.co.uk*
- MTA Solicitors** Adam Hassall, Supervisor, 0161 255 2700, *info@MTASolicitors.com*
- Taylor King** Susan Taylor, Family Law Solicitor, 0161 883 0460, *susan.taylor@taylorking.co.uk*
- University of Lancaster** Law Office, +44 (0) 1524 592465 , *law@lancaster.ac.uk*