

Tenia Baker

Personal information

Full Name	Nationality	Date of Birth
Tenia Baker	British	xx/xx/xxxx
Address	Contact Details	
xxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxx	home telephone - xxxxxxxxxxxx mobile - xxxxxxxxxxxx email - cv@teniabaker.com website - www.teniabaker.com	

Education

2007 – 2008	College of Law	Bloomsbury
BVC		
2004 – 2007	Kingston University	Kingston Upon Thames
LLB(Hons) – 2:1		
2003 – 2004	xxxxxxx College	<location>
Law, English Literature and Third World Studies		
2002 – 2003	xxxxxxx College	<location>
CACHE in Childcare, equivalent to an NNEB in Childcare		
1994 – 1999	xxxxxxx School	<location>
9 GCSEs at A-C, including English and Mathematics		

Interests and achievements

Achievements
<ul style="list-style-type: none">- Awarded the Law School Prize for '<i>the greatest overall contribution to the life of the Law School</i>'- National finalist in 'The Negotiation Competition 2007'- Winner of the Kingston University Client Interviewing Competition 2006 (sponsored by The Surrey Law Society).- Competed in the regional round of an inter-university client interviewing competition in 2006- Participated, both competitively and for the purpose of enhancing advocacy, in numerous moots and mock trials.- Elected Kingston University Bar Society events coordinator.- Elected Course Representative for each year of my degree.

Interests
<ul style="list-style-type: none">- Clay Pigeon Shooting.- Part time carer for relative.- Theatre.- Belly-dancing.

Legal experience

2007 – 2008	Tribunal Representation Service	<location>
Student Advisor <ul style="list-style-type: none">- Meeting with, and taking instructions from the client- Organising and compiling clients' bundle- Representing the client at the tribunal hearings- Liaising with the tribunal and other side- Working as a team alongside other student advisors and a supervising solicitor.		
2007-2008	Legal Advice Centre	<location>
Court Runner <ul style="list-style-type: none">- Aiding the duty solicitor- Taking instructions from a number of clients- Relaying information and instructions from clients to the duty solicitor- Helping clients to navigate around the courthouse		
Easter 2007	xxxxxxx Solicitors	<location>
Paralegal <ul style="list-style-type: none">- Organising and compiling bundles- General office management and administration tasks- Worked with the senior partner on a number of child abuse cases		

other experience

2006 – 2007	<a leading binding company>	<location>
Director's Assistant <ul style="list-style-type: none">- Negotiating supplier contracts- Complaints analysis and cure- AGM organiser- Liaising with potential new suppliers and clients- Acting as temporary staff where others are on sick/annual leave.		

References on request
