

RICHARD MANGAN

PARALEGAL | FIRST CLASS LLB (HONS) | LEGAL & CLIENT CASEWORK EXPERIENCE

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PROFESSIONAL PROFILE

First Class LLB graduate and experienced paralegal with practical Private Client experience and supporting Residential Conveyancing experience. Strong client-care, drafting, research, document preparation, file-management and deadline-management skills, with additional experience from a Legal Advice Clinic, Citizens Advice, the Coroner's Court and two mini-pupillages. Brings maturity and extensive wider professional experience and is open to paralegal, caseworker and legal assistant roles across different areas of law.

RELEVANT SKILLS

Client Care & Communication	Legal Research & Written Advice	Legal Drafting & Correspondence
File & Deadline Management	Document Preparation	Court & Client-Facing Experience
Organisation Under Pressure	Third-Party Liaison	LEAP & Microsoft Office

PROFESSIONAL EXPERIENCE

Paralegal - Private Client | Frank Smith & Co Solicitors | Sept 2025 - Sept 2026

- Managed client matters involving Wills, probate and estate administration, with regular responsibility for accurate legal documentation, correspondence and file progression.
- Worked directly with clients, including people dealing with bereavement and other sensitive circumstances, requiring empathy, professionalism and clear communication.
- Prepared probate applications and supporting documentation and assisted with estate administration under solicitor supervision.
- Liaised with clients, executors, beneficiaries, HMRC, financial institutions and other third parties to progress matters and resolve queries.
- Undertook legal research, drafted professional correspondence and maintained accurate files using LEAP.
- Regularly supported the Residential Conveyancing department and managed competing priorities across two areas of practice, strengthening organisation and the ability to work calmly to deadlines.

ADDITIONAL LEGAL, COURT & CLIENT EXPERIENCE

Cornwall Street Chambers, Birmingham - Mini-Pupillage | 2025 - Observed criminal and family proceedings, gaining insight into courtroom advocacy, case presentation and legal reasoning.

Regent Chambers, Staffordshire - Mini-Pupillage | 2025 - Completed a three-day mini-pupillage with Crown Court exposure, observing criminal proceedings and gaining further insight into advocacy, case presentation and the criminal court process.

Coroner's Court Placement | 2024 - Observed the inquest process and gained experience of the sensitive and professional environment surrounding court proceedings.

Keele University Legal Advice Clinic - Student Advisor | 2023-2025 - Interviewed real clients under supervision, identified legal issues, undertook research and drafted written advice.

Citizens Advice, Staffordshire - Volunteer Adviser | 2025 - Advised members of the public across benefits, housing, employment and immigration matters, developing confident client communication, problem solving and the ability to explain options clearly.

Beeston Shenton Solicitors, Staffordshire - Legal Work Experience | 2025 - Supported a busy Wills & Probate team with client files, legal documentation, estate administration and liaison with HMRC.

EDUCATION & QUALIFICATIONS

Keele University - LLB (Hons), First Class | 2022-2025

University of Derby - Access to HE Diploma (Business) | 45 Distinctions

EARLIER CAREER

Ross Ceramics (Rolls-Royce) - Shift Supervisor / Tool Technician - Progressed to supervising a six-person team before moving into a technical tooling role, developing leadership, judgement and problem-solving skills in a high-pressure environment.

Cab Care - CNC Machine Operator - Manufactured components to precise specifications and trained new recruits.

General Traffic - Delivery Driver - Customer-facing role requiring reliability, accuracy and time management.