

Deana Chanel Moffatt

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Education

Brainstation – UX/UI Design – Diploma achieved

University of Greenwich – Law LLB, 2:1 (Gap year 2018 – 2019)

Havering Sixth Form – History (B), Sociology (A*), Law (B)

Chafford School - 11 GCSEs passed including English and Maths

Work Experience

Freelance Admin Assistant, Jan 2024 – Jul 2024:

- Assisted in the preparation of reports, presentations, and other documentation, by formatting and editing.
- Handled sensitive data and maintained confidentiality at all times.
- Inputted and maintained data records, databases, and files.
- Coordinating appointments, meetings, and events for clients. This involved managing the calendar and sending out meeting requests on behalf of clients.
- Handled incoming and outgoing emails and letters by drafting, editing, and proofreading.
- Created social media posts for brands which included pictures and videos.
- Conducted web research for clients, including researching specific topics, creating online surveys, and analysing social media.
- Created websites for clients to help them reach their customer base.

May – Oct 2023: Education Break for Brainstation

Team Assistant, Curve Games, Jun 2022 – Apr 2023:

- Responded to telephone inquiries and maintained a welcoming reception.
- Recording file requests managing the archiving process for the firm and Using File Management software.
- Maintained and dealt with requests for NDAs.
- Organised the travel of the entire company including flights, accommodation, and transport, and prepared itineraries for the CFO and other members of staff.
- Provided support during meetings, including setting up conference rooms, preparing meeting materials, and taking meeting minutes.
- Provided other administrative support such as printing, mailing, scanning and filing documents.
- Assisted in office activities such as ordering office supplies and maintaining office equipment.
- Assisted in large-scale events at the company such as helping staff to set up stools for a gaming convention and liaised with suppliers for the Christmas Party.

Technical Recruiter, Revolution Technology, Jan 2022 – Apr 2022

- Successfully placed 3 software candidates into roles which matched company's description.
- Conducted interviews via phone and zoom to scope out candidates for roles.
- Would help in negotiating terms with the clients and candidates.
- Ranged meeting with clients and candidates.
- Researched each industry to understand what the client was looking for in a candidate.

Technical Recruiter, Explore Group, Jan 2021 – Apr 2022:

- Ensured all candidates met compliance regulations and requirements
- Maintain relationships with clients, providing regular updates and support.
- Successfully placed 3 UX Designers and 2 Software Engineers in roles.
- Maintained KIPs to ensure our team would reach its goal.
- Write job descriptions and approach relevant individuals who match the brief.
- Supported individuals with contracts, day rates and permanent advice.
- Maintained regular contact with candidates, in the process and starting new roles.
- Supported with client pitches and briefing calls for new job opportunities.
- Understood clients' businesses, as well as their specific technical and cultural environments to best match the career goals of consultants with their hiring needs.

Paralegal Admin Assistant, Fox Williams, Jan 2019 - Jun 2019

- Drafted documents and bills under supervision, using appropriate precedents and templates to accurately reflect fee earner instructions.
- Ensured the confidentiality and security of all practice and client's documentation and/or information
- Dealt with filing - storage and retrieval of client files in line with the department's filing system and locating missing files
- Assisted with the organisation of event/meeting logistics such as booking conference rooms, arranging refreshments, and equipment, arranging dial-in details and VC set-up and making restaurant reservations for client lunches/dinners.
- Supported lawyers in the billing and credit control process by collaborating with accounts to generate standard financial and time reports
- Assisted with marketing efforts, including pitch and presentation preparation for lawyers.
- Managed administrative tasks such as organising printing, couriers, and file management

Paralegal Admin Assistant, Sternberg Reed, Jan 2019 - Jun 2019

- Entering data into a case management system.
- Conducting legal research on current laws and draft reports for lawyers.
- Filing, scanning, photo-copying and proof-reading,

- Supporting business by attending meetings/hearings, taking attendance notes,
- Calendar maintenance for fee earners.
- Correspondence and reporting to clients.
- Here, I worked across all departments providing both administrative duties and researching legal disputes to create a report for the partners of the firms.

Skills & Interests

- Proficient in Microsoft Office Suite, Social Media Management, Google Workspace
- Languages: English (Fluent)
- Market Research
- Recruitment
- Scheduling
- Search engine optimization (SEO)
- Social media management