Iona Bell

Paralegal · Commercial Litigation

paralegal@example.test
Manchester, United Kingdom

Experience

2022-02 – Present **Commercial Litigation Paralegal**
Mallowbrook Legal

- Maintained a deadline calendar for 24 active matters. Reconciled entries with court orders and raised upcoming deadlines with the supervising solicitor.
- Built an evidence chronology for 180 disputed transactions. Cross-referenced documents and flagged gaps for the solicitor before draft witness materials were prepared.
- Prepared an indexed hearing bundle and verified references against the approved versions. Separated restricted materials for privilege review before any distribution.

2019-08 – 2022-01 **Litigation Case Assistant**
Elmstead Disputes Practice

- Prepared filing packs under supervision, checked receipt confirmations and recorded them in the matter file.
- Checked incoming document lists for duplicates and differences before preparing a handover note for the case team.

Skills

Document review · Evidence chronologies · Hearing bundles · Deadline tracking

Summary

Commercial litigation paralegal preparing evidence, chronologies and procedural documents for solicitors. Keeps deadline and production records current while following the firm's confidentiality and access controls.

Education

2019 **LLB Law**
Northern Vale Law College

Languages

English