



**YEUNG I Ting, Angela (楊漪婷)**

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## **Working Experience**

Jun 2022 – now

### **Chen & Lee Law Office**

#### **Trainee Solicitor**

Perform professional assistance on various legal aspects, mainly litigation matters, general practice and engaging in several commercial projects including:

- Arranging and attending meetings with clients;
- Managing client relationships;
- Communicating and cooperating with counsel and legal practitioners of different jurisdictions;
- Drafting and proofreading legal documents, daily correspondence and internal documents; and
- Preparing and attending hearings and trials, including arbitral, civil and criminal nature.

Jul 2020 – Sept 2021

### **Messrs. Boase Cohen & Collins**

#### **Legal secretary**

Perform legal assistance on litigation matters, especially material work, and general secretarial and administrative works including:

- Drafting and revising divorce Petition, statements and other relevant documents;
- Reviewing and compiling list of documents, hearing bundles;
- Preparing and/or proofreading draft letters and emails;
- Conducting preliminary research;
- Liaising with Legal Aid Department;
- Communicating and arranging meetings with clients; and
- Issuing monthly bills and follow up with the Accounts Department and clients.

Mar 2017 – May 2020

### **Messrs. Anthony Siu & Co., Solicitors, Hong Kong**

#### **Junior secretary**

Perform secretarial works and legal support in relation to litigation team and other general commercial matters including:

- Coordinating with the Accounts Department on billing issues including issuing bills and follow up with clients;
- Preparing and compiling document bundles, indices and other documents for trial and hearing;
- Liaising with departments, clients and Counsel's chambers;
- Proofreading draft letters and court documents.
- Drafting and preparing various court documents with minimum supervision including Writ of Summons, List of Documents, various summons and orders etc.;
- Coordinating meeting arrangements; and
- Preparing legal documents, correspondences and presentation slides in both English and Chinese;

**Education**

Sept 2021 – Aug 2022	<b>The Chinese University of Hong Kong</b> Postgraduate Certificate in Laws
Sept 2020 – Aug 2021	<b>Manchester Metropolitan University, UK</b> Bachelor of Laws (Second Class Div.2) (Part-time programme)
Sept 2018 – Aug 2020	<b>Manchester Metropolitan University, UK</b> Graduate Diploma in English and Hong Kong Law (Common Professional Examination) (Part-time programme)
Sept 2013 – Aug 2015	<b>Lingnan University</b> Bachelor of Arts (Hons) in Translation (Second Class Div.1)
Sept 2011 - Aug 2013	<b>The Community College at Lingnan University</b> Associate Degree of Arts in Translation

**Skills**

Computer Skills                      Microsoft Office : Word, PowerPoint, Excel

Other Tools: Chinese word-processing (速成) (40 w.p.m.)

Language Skills	<u>Language</u>	<u>Writing</u>	<u>Speaking</u>
	English	Excellent	Excellent
	Cantonese	Native	Native
	Putonghua	N.A.	Excellent