



KARL MICHAEL WILLINGTON

📍 Modiz Sukhumvit 50, Narong Rd,
Phra Khanong, Khlong Toei,
Bangkok 10260

☎ +66642346052

✉ karl.willington@outlook.com

PROFESSIONAL SUMMARY

Proactive and detail-oriented professional with over 15 years of experience in administrative support and paralegal roles. Demonstrated expertise in managing executive schedules, preparing documentation, and ensuring smooth office operations. Adept at handling sensitive information with discretion and maintaining high standards of organization and efficiency. A fast learner and effective communicator, eager to contribute expertise and adaptability to diverse professional environments.

SKILLS

- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Diary and calendar management, with a focus on optimizing executive schedules
- Excellent written and verbal communication skills for effective correspondence
- Strong ability to prioritize tasks, and manage multiple deadlines
- Experience in preparing professional reports
- Highly skilled in handling sensitive and confidential information, with discretion
- Skilled in compiling and analysing data for decision-making support

EXPERIENCE

PARALEGAL, 08/2021 - 09/2024

DAC Beachcroft

- Preparing bills of costs, statements of costs, and estimates of costs.
- Preparing points of reply.
- Negotiating the clients' costs.
- Preparing cost budgets, considering the third parties' cost budgets, and negotiating.
- Assisting senior partners and lawyers with complex cases.
- Assisting colleagues and other offices with the overflow of work.

PARALEGAL, 01/2015 - 08/2021

BLM LAW

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XCLAIM ADMINISTRATOR, 05/2011 - 12/2014

BLM LAW

- Compiling data from management information systems for various clients.
- Dealing with specific requests for statistics.
- Requesting settlement cheques from the client.
- Processing of pre-bills.
- Chasing outstanding cheques from clients.
- Booking files in and out of the department, and recording figures.
- Managing partners' and lawyers' diaries.
- Sending out client letters.
- Handling the overflow of telephone calls.
- Logging post.
- Creating court documents.
- Preparing bundles for court.
- Managing the administration team when the team manager is away.

DATABASE ADMINISTRATOR, 12/2009 - 05/2011

BLM LAW

- Logging files in and out of the department.
- Recording settlement details.
- Opening new files on the systems.
- Handling the overflow of telephone calls.

ADMINISTRATOR, 12/2008 - 12/2009

BLM LAW

- Filing/Photocopying.
- Cashing in cheques.
- General administration.

EDUCATION

Skills Solution

NVQ Level 3

- NVQ Level 3 in Business and Administration

Bury College

A Level

- NCFE Level 2 Sports Coaching
- Edexcel Level 3 BTEC in Sport

Radcliffe Riverside High School**GCSEs**

- Mathematics - A
- English (Double Award) - C
- Science (Double Award) - D
- Information Technology - B
- Leisure and Tourism (Double Award) - B
- Physical Education - B

ACCOMPLISHMENTS

Selected in 2010 to travel to Borneo as a 6 person team to take part in a charity event for the Princes Trust. This involved cycling, trekking through the jungle, white rafting and climbing the highest mountain in South East Asia. In total my team raised over £35,000 for the charity.

LANGUAGES

English

INTERESTS

- Passionate about travel, having explored over 20 countries and embraced diverse cultures.
- Enthusiast in sports and music.
- Enjoy outdoor activities, including cycling, hiking and football.

ADDITIONAL QUALIFICATIONS

- Teaching English as a Foreign Language (TEFL)
- Teaching English to Speakers of Other Languages (TESOL)

REFERENCES

References available upon request.