



LIVERPOOL-BASED PARALEGAL

Rigour in the detail. Humanity in the work.

Litigation support, legal research and calm
client care for demanding legal work.



PROFESSIONAL FOCUS

Client-focused paralegal with experience supporting urgent immigration detention and judicial-review matters. Skilled in witness statements, legal research, evidence review, chronologies and hearing bundles. LLM Legal Practice graduate with Distinction, committed to human rights and access to justice.

Practical skills for demanding legal work.

Experience built through live matters, supervised drafting and direct client support - backed by rigorous postgraduate training.

01

Litigation support

Urgent applications, chronologies, draft orders, Tribunal forms, indexed bundles and deadline control.

02

Research & analysis

Focused legal research across public law, detention, removal, human rights and procedural issues.

03

Evidence & drafting

Witness statements, attendance notes and clear evidence review drawn from complex or sensitive instructions.

04

Client care

Calm, respectful support for vulnerable clients, with accurate updates and practical explanations of process.

Distinction

LLM LEGAL PRACTICE

2:1

LLB (HONS) LAW

5

LANGUAGES SPOKEN

UK

WORK AUTHORISATION

Evidence of contribution, not just a list of duties.

Anonymised and reconstructed examples. Identifying details have been removed to protect confidentiality.

01	URGENT PUBLIC LAW	CONTEXT	MY CONTRIBUTION	RESULT
	Judicial review & interim relief	A detained client faced imminent removal while further representations and medical evidence required urgent review.	Under supervision, reviewed Home Office decisions and removal directions; prepared a chronology, UTIAC forms, draft order and indexed bundle; and supported instructions to Counsel against a strict Tribunal deadline.	Interim relief was granted and the client was subsequently released.
02	VULNERABLE CLIENTS	CONTEXT	MY CONTRIBUTION	RESULT
	Further submissions & protection evidence	Sensitive protection matters required coherent evidence from clients, healthcare professionals and community witnesses.	Gathered and organised evidence, prepared draft statements and chronologies, identified points requiring clarification and maintained careful communication with clients experiencing trauma and distress.	Created clearer records for solicitor review while protecting confidentiality and client dignity.
03	CASE MANAGEMENT	CONTEXT	MY CONTRIBUTION	RESULT
	Clearer records & fewer repeat enquiries	Case information and follow-up actions needed a consistent structure so clients could receive timely, accurate updates.	Helped migrate and organise notes within a case-management system, improved follow-up records and made key information easier for the team to retrieve.	Contributed to reducing repeated daily enquiries from approximately 30 to 5.

A career shaped by law, service and clear communication.

PROFESSIONAL EXPERIENCE

JUL 2024 - APR 2025

Immigration Paralegal

Pro Bono Immigration Legal Support

Urgent judicial review, detention, asylum, further-submissions and NRM matters through research, drafting, evidence preparation and Counsel liaison.

APR 2025 - PRESENT

Founder & Content Creator

Legal Education Platform

Accessible legal guidance for 100+ international law students, with contributions from graduates, tutors and practitioners.

AUG 2024 - PRESENT

Online Client Relations

Remote High-Ticket Sales

International client pipeline management, trust-building and professional handling of questions and objections.

JAN 2017 - FEB 2020

Audit Assistant

K.K. Lim & Co.

Accurate financial-record review across multiple portfolios and timely coordination of reporting.

QUALIFICATIONS

2026 LLM Legal Practice (SQE 1 & 2)

BPP University, Manchester

Distinction · Dissertation on AI regulation: 75%

2024 Bar Professional Training Course

University of Law, Liverpool

Called to the Bar by the Honourable Society of the Middle Temple

2023 LLB Law (Hons)

University of Hertfordshire

Upper Second Class (2:1)

LANGUAGES

English · Malay · Mandarin · Cantonese · Hakka

WORK AUTHORISATION

Full UK work authorisation - no sponsorship required.

Discipline, initiative and connection.

276k+

Legal content reach

Translated technical legal-study information into practical guidance for a large online audience.

10

Team members coordinated

Led public engagement for a Paw Rescue project and collaborated with the SPCA to attract support and donations.

150 km

Camino completed

Walked the Camino de Santiago in nine days - a test of preparation, resilience and follow-through.

LET'S CONNECT

Looking for a thoughtful, resilient paralegal?

Based in Liverpool and open to paralegal and legal-support opportunities across Liverpool, Manchester and hybrid teams.

EMAIL

chinlivei@gmail.com

LINKEDIN

[linkedin.com/in/li-vei-chin-838960250](https://www.linkedin.com/in/li-vei-chin-838960250)

LOCATION

Liverpool, UK