

KHADINE MOODIE

LL.B, Dip LP, Notary Public

CONTACT

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Grand Cayman,
KY1-1001
Cayman Islands

QUALIFICATION

Diploma in International Trust Management

Society of Trust & Estate Practitioners
May 2020 – Oct 2021

Certificate in International Trust Management

Society of Trust & Estate Practitioners
Nov 2019 – June 2020

Postgraduate Diploma in Legal Practice

Oxford Brookes University
Aug 2018 - Sep 2019

Bachelor of Laws (Honours) – (2.1)

University of Liverpool
Sep 2015 – Jul 2018

SKILLS

- Drafting;
- Researching;
- Communicating clearly and effectively;
- Detail-oriented yet result-focused;
- Organized;
- Time Management;
- Ability to manage complex and demanding workloads; and
- Work well independently and in teams.

MEMBERSHIPS

Society of Trust and Estate Practitioners

OBJECTIVE

An experienced and qualified legal professional seeking an employment opportunity in your firm where I can grow and develop as a lawyer. My desire is to succeed in the legal industry by applying all my skills, qualifications and experience in the most productive way. I am highly motivated and ready to add value to the firm and to contribute to its long term success.

EXPERIENCE

Self-Employed

Feb 2011 – Dec 2018

- Provided outsourced secretarial and office support to individuals and businesses.

Legal Secretary

Maples - Jun 2012 - Jul 2013

- Supported one partner and two associates in the funds team;
- Managed partner's diary,
- data entry,
- Work with and assist corporate administration and the accounting teams.

Executive Legal Secretary

Turner & Roulstone - Sep 2007 - Jan 2011

- Supported corporate and commercial teams
- Drafting various documents relating to the establishment of Cayman Islands entities (including funds, partnerships and trusts) and filing them with the relevant regulatory authorities;
- Prepare minute books and maintain corporate records;
- drafting first drafts resolutions, minutes, legal opinions, legal correspondences and other corporate documents;
- General client liaisons;
- Preparing invoices and following up payment of same; and
- Generally assisting with managing attorneys' practices.

Executive Legal Secretary

Walkers - Aug 2004 - Sep 2007

- Providing executive legal secretarial support to the corporate, commercial and structured finance teams.

Legal Secretary

Appleby Spurling Hunter - Jun 2002 - Aug 2004

- Supported two attorneys in the family/matrimonial and private client teams.

Junior Legal Secretary

Boxalls - Jun 2001 - May 2002

- Supported attorneys in the family/matrimonial and private client teams.