

TAKIA HAWTHORNE

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SKILLS

- Document Preparation on MS Suite & Cloud Based Systems
- Fast and accurate keyboarding skills
- Critical & Analytical Thinking
- Effective Verbal & Written Communication
- Active Listening
- Proofreading & Editing
- Strong Interpersonal Skill (Works well with all ages)
- Detail-Oriented



EDUCATION

Legal Education Certificate | Norman Manley Law School

09/2021– PRESENT

INVOLMENTS & HIGHLIGHTS:

- Member of the Human Rights Club (2021 – 2022)
- Member of the Little Red Dress Club (2021-Present)
- Logistics Coordinator of Norman Manley Law Lecture Series for 2022/23 Staging

Bachelor of Laws (First Class Honours) | The University of the West Indies (Mona Campus)

09/2018 – 07/2021

INVOLMENTS & HIGHLIGHTS:

- Member of the Mona Law Society (2018 – 2021)
- Member of the Mona Law Society Welfare Committee (2018 – 2019)
- Member of the Mona Law Society Public Relations Committee (2019 – 2020)
- Fundraising & Events Coordinator of Mona Law Society Treasury Committee (2020 – 2021)
- UWI Mona Law Faculty Dean's List (2019/20 & 2020/21 Academic Year)
- Top Performer in Commonwealth Caribbean Sports Law (Semester I, 2020/21 Academic Year)

CSEC & CAPE Certification | Ardenne High School

09/2011 – 06/2018

Awarded Eight (8) CSEC Subjects – High School Diploma

Completed Four (4) Units 1 and 2 CAPE Subjects – Sixth Form School Leaving Certificate



EXPERIENCE

Legal Intern | Livingston, Alexander & Levy, Attorneys-at-Law

06/2022 – 08/2022

Responsibilities:

- Draft inter-office memorandums.
- Prepare legal opinions and draft court documents for submission to Attorneys.
- Conduct legal research and prepare skeletal submissions.

Legal Intern | Barbara A. Barnaby Attorney-at-Law

20/07/2021 – 24/09/2021

Responsibilities:

- Assist with research in preparation to draft legal opinions.
- Sorting and Filing
- Draft legal documents including Agreement for Sales, Petitions, Affidavits etc.
- Preparing closing statements and invoices for clients

Legal Intern | Williams, Mckoy & Palmer Attorneys-at-Law

07/2019 – 08/2019

Responsibilities:

- Attend legal meetings, such as client interviews, hearings, or depositions, and take notes.
- Prepare legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements.
- Investigate facts and law of cases and search pertinent sources, such as public records, to determine causes of action and to prepare cases.
- Submit articles and information from searches to attorneys for review and approval for use.

Legal Intern | Scott, Bhoorasingh & Bonnick Law Firms

07/2018 – 08/2018

Responsibilities:

- Receive and place telephone calls.
- Make photocopies of correspondence, documents, and other printed matter.
- Prepare and distribute invoices to bill clients or pay account expenses.
- Draft and type office memos, letters of arrears to clients etc.

Volunteer | Good Samaritan Inn

10/2013 – PRESENT

Responsibilities:

- Prepare and distribute meals for the indigent.