

Tanya Shoredon

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Address

Durham, UK

Work experience

Research Assistant

Financial Markets Research Ltd

2023 - Present

Bristol

Assisted senior analysts in preparing financial reports, updating research findings, and ensuring data accuracy across multiple deliverables. Proofread, edited, and formatted client reports, improving readability and compliance with company standards. Conducted research on recent financial legislation and supported report creation for regulatory updates.

- Improved the accuracy of internal financial research reports by **15%** through detailed proofreading and document quality checks.
- Successfully supported the legal research team in summarising **20+ complex judgments** into client-ready insights.

Internships

Legal Research Intern

Clifford Chance LLP

2022 - 2023

London

Reviewed legal documents and assisted solicitors in drafting client reports and memos on contract clauses and judgments. Conducted targeted legal research and summarised findings for inclusion in internal knowledge databases.

- Designed a streamlined filing system that reduced document retrieval time by 30%.

Courses

Introduction to Capital Markets

FinTech Learning

2023

About

Highly motivated and detail-orientated Research Assistant with 2 years of experience supporting financial and legal research projects. Skilled in proofreading, document analysis, and assisting senior teams with reporting, data entry, and administrative tasks. Adept at working under tight deadlines while maintaining high standards of accuracy and compliance. Passionate about financial markets and continuous learning.

Education

LLB Law (Hons), King's College London, London, 2022

Skills

Microsoft Office Suite

Project management

Financial document analysis

Data analysis

Proofreading, editing & formatting financial reports

Loan agreements

Financial legislation