

Gary White

Legal secretary

AREAS OF EXPERTISE

Commercial

Document management

Personal Injury

Conveyancing

IT skills

Administrative support

Audio typing skills

PROFESSIONAL

*Legal Secretaries
Certificate*

PERSONAL SKILLS

Articulate

Polite and helpful

Smart appearance

PERSONAL DETAILS

*Gary White
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CV6 7RF*

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DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A multi-skilled professional with excellent secretarial and administrative skills. Possessing a proven ability to provide a high level of legal secretarial support to a strong and busy team of solicitors. Very capable with an high level of accuracy and consistency in all areas of work. Well presented, punctual, confident and having the ability to provide all the general administrative requirements of a legal firm.

Now looking for a new and challenging legal secretary position, one which will make best use of my existing skills and experience and also further my personal and professional development.

WORK EXPERIENCE

Solicitors Firm – Coventry

LEGAL SECRETARY June 2008 - Present

Managing the secretarial duties in a busy solicitors office. This includes the day to day administrative duties including the co-ordination and implementation of office procedures. Keeping the client database p to date as well as tracking processes to ensure efficiency and compliance with legislation.

Duties:

- Organizing and maintaining law libraries, documents, and case files.
- Transcribing and proof reading documentation.
- Preparing agendas, compiling spreadsheets and preparing minutes of meetings.
- Co-ordinating diaries and travel arrangements.
- Photocopying and maintaining stationery stock.
- Schedule and make appointments.
- Following up pending court cases & keeping a track of the latest court decisions.
- Assisting with the monthly invoicing process including raising invoices.
- Answering and transferring calls, taking messages and managing emails.
- Writing letters, manuscripts and financial documents.
- Close & archive files & deeds in accordance with the Records Management Policy.
- Preparing court documents and going to court or Police cells with solicitors.
- Monitoring the distribution of dictation work.
- Managing and coordinating case papers & documentation for meetings as required.
- Organising travel, including flights, transfers, accommodation and Visas.

KEY SKILLS AND COMPETENCIES

- Extensive knowledge of legal terminology.
- Able to clearly communicate with both client's and senior managers.
- Excellent copy, digital dictation and audio typing ability.
- Exceptionally well organised.
- Ability to handle confidential and sensitive information with appropriate discretion.

ACADEMIC QUALIFICATIONS

Level 3 Certificate/Diploma for Legal Secretaries

Nuneaton University 2006 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)

Coventry Central College 2003 - 2006

REFERENCES – Available on request.

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