

Maxine Curry

Legal Assistant

Dayjob.com, The Big Peg, 120 Vyse Street, Birmingham B18 6NF
T: 0121 638 0026 – E: info@dayjob.com

PERSONAL SUMMARY

A capable individual who is able to play an integral part in the continued success and growth of any highly valued legal team. Maxine has the ability to quickly develop capabilities across a broad range of administrative disciplines. She has a practical approach to matters, coupled with the ability to give sound, constructive and responsive advice to senior colleagues to help them navigate roadblocks at critical moments. An excellent organiser who also has superb prioritisation and coordination skills. Right now looking for a genuine opportunity to progress in a top Legal firm where cross-training is encouraged and staff satisfaction is key.



CAREER HISTORY

LEGAL ASSISTANT *Firm, Coventry* Sep 2014 - Present

Responsible for working with the Legal Advisor, in drafting and negotiating a wide range of commercial agreements, Non-Disclosure Agreements and other confidentiality and contract related issues.

Duties:

- Drafting precedent and bespoke contracts, key policy documents, legal letters & other supporting documents.
- Providing proactive and professional administrative support to the wider team in a busy legal department.
- Using Microsoft Office packages to produce reports/briefings that communicate complex statistical data clearly.
- Prepared to take responsibility, be proactive and do anything it takes to support colleagues & get a job done.
- Screening telephone calls & taking relevant messages or dealing with enquiries from colleague's, clients & others.
- Maintaining the existing filing system, ensuring that all existing files are kept up to date and setting-up new ones.
- Providing guidance, support and training to junior and other staff as required on legal and general admin duties.

ADMIN ASSISTANT *Marketing Company - Coventry* Jun 2012 - Sep 2014

TRAINEE *Distribution Company - Leeds* Jan 2010 - Aug 2012

PROFESSIONAL SKILLS

Legal

- Using sound judgement, evidence and knowledge to provide accurate, expert and professional decisions & advice.
- Able to communicate at all levels, with specialists, professionals, senior managers and company directors.
- Always discreet in the handling of sensitive and confidential customer, staff or business data and information.
- Experience of using specialist legal software and knowledge of the very latest best practise working methods.
- Ensuring that personal knowledge of employment law, case law and legal practices is continually updated.
- Able to use Microsoft Word, Excel, Outlook, PowerPoint, SharePoint & specialist legal cloud-based software.

Personal

- Can work in an extremely fast-paced environment where ambition, drive and innovation is sought and required.
- Working well under pressure and to deadlines in a fast paced environment where there are numerous priorities.
- Highly talented individual who has the drive needed to develop and succeed and who is naturally collaborative.
- Superb communication skills & able to develop good working relationships with colleagues and other managers.

ACADEMIC QUALIFICATIONS

<i>South East University</i>	<i>2006 - 2009</i>	Business Management Degree
<i>North East College</i>	<i>2005 - 2006</i>	Diploma in Management
<i>Sparkbrook College</i>	<i>2004 - 2005</i>	Diploma in Business Administration
<i>Sparkbrook College</i>	<i>2004 - 2005</i>	Diploma in Marketing
<i>Coventry School</i>	<i>2000 - 2004</i>	A levels: Maths (A) English (B) Technology (B) Science

REFERENCES - Available on request



Copyright information - Please read

© This [resume template](#) is the copyright of Dayjob Ltd. Job seekers may download and use this particular example for their personal use to help them write their own one. You are also most welcome to link to any page on our site www.dayjob.com. However this template must not be distributed, used for commercial purposes or made available on other websites without our prior permission. For any questions relating to the use of this template please email: info@dayjob.com.