

Maxine Curry

Legal Secretary

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PERSONAL SUMMARY

An experienced Legal Secretary who enjoys being busy and who takes a great pride in organising and supporting others. Maxine is a highly talented individual who is distinguished by her technical excellence, and willingness to embrace team working. She has a robust commercial outlook to solving legal issues practically and is an expert at advising on new areas of law or changes to the law. In addition to this she has superb collaborative skills, a flexible and helpful attitude, and a meticulous and detailed approach to legal matters. Right now she would like to join an ambitious firm that has an environment where staff are encouraged to flourish.



CAREER HISTORY

LEGAL SECRETARY *Firm, Coventry* Sep 2014 - Present

Responsible for producing and amending lengthy legal documents, managing diaries, making travel arrangements for senior managers as well as other general secretarial duties.

Duties:

- Operating an effective filing system by efficiently closing, sending, retrieving and submitting key paperwork.
- Arranging client internal and external appointments by booking meetings rooms or external venues as required.
- Dealing with a range of client specific billing requirements, in particular sending out invoices and reminders.
- Drafting and typing letters and other documents such as schedules, court documents and written replies to clients.
- Supporting the firm's solicitors and surveyors in the drafting of agreements, leases, licenses and documents.
- Liaising with the firm's accounts and finance teams to monitor and report on the collection of completion monies.
- Performing conflicts searches and completing the required risk assessments using the firm's standard procedures.

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

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

PROFESSIONAL SKILLS

Secretarial

- Sound knowledge of High Court/County Court procedures and the more routine aspects of legal secretarial work.
- Confident telephone manner when dealing with clients, solicitors, the police & barristers by phone or face to face.
- Always discreet in the handling of sensitive and confidential customer, staff or business data and information.
- Ability to work on own initiative and capable of organising and prioritising workload in order to meet timescales.
- An understanding of the demands made on a Legal Secretary and others who provide services in a legal office.
- Adhering at all times to the strictest interpretation of relevant Legal Codes of Practise & Professional Conduct.

Personal

- Dedicated to a career as a legal secretary and passionate about providing high quality secretarial support to others.
- Ability to work in harmony with others and to contribute to a pleasant working environment for all concerned.
- 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



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