

Gary White

Legal assistant

AREAS OF EXPERTISE

Legal research

Document management

Diary management

Contract terminology

Preparing legal documents

Customer and Personal Service

Secretarial duties

PROFESSIONAL

Certificate and Diploma for Legal Secretaries (City & Guilds)

PERSONAL SKILLS

Integrity

Commitment

Judgement

Methodical

PERSONAL DETAILS

*Gary White
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DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

Highly efficient legal assistant with extensive knowledge of the administrative and secretarial procedures in a legal environment. Extensive experience and understanding of laws, legal codes, court procedures, precedents and government regulations. A strong team player with excellent client facing and configuration skills. Having an ability to communicate complex sensitive information in an understandable form to clients.

Now looking forward to a making a significant contribution in a company that offers a genuine opportunity for progression.

WORK EXPERIENCE

Solicitors Office – Coventry

LEGAL ASSISTANT June 2008 - Present

Tasked with providing general legal administrative and secretarial support to solicitors & a legal team. Involved in researching legal precedent, investigating facts and also keeping professional contact with a caseload of over 100 clients.

Duties:

- Involved in cases of litigation, arbitration and regulatory investigations.
- Audio typing legal documents for private clients.
- Typing, formatting, amending contracts, letters and other legal documents.
- Managing and forwarding on requests from Clients for legal assistance.
- Providing secretarial & paralegal support to a team of solicitors.
- Responsible for the management of Commercial Contracts.
- Recording and submitting expense forms.
- Reviewing and analysing large volumes of documentary evidence.
- Writing replies to points of dispute with clients.
- Investigating facts and law & calling upon witnesses to testify at hearing.
- In charge of Co-ordinating access to meeting & conference rooms.
- Managing the flow of paperwork & communication with partners.
- Greeting visitors who come to the offices and introducing them to their solicitor.
- Filing and administrative responsibilities.
- Assisting with the completion of Confidentiality Agreements.
- Coordinating and arranging meetings and diary schedules.
- Photocopying, scanning documents and faxing as required.

KEY SKILLS AND COMPETENCIES

- Have a working knowledge of the role and responsibilities of a secretary.
- Ability to work well within a team.
- Can work under pressure and with limited supervision.
- Creative and resourceful in producing results with minimal direction.

ACADEMIC QUALIFICATIONS

FDeg in Legal Practice (Foundation Degree)

Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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