

# Gary White

## Paralegal

### AREAS OF EXPERTISE

*Hardcopy document management*

*General administration*

*Legal research*

*Summarizing legal documents*

*Preparing reports*

*Legal terminology*

*Client facing*

### PROFESSIONAL

*Certificate and Diploma for Legal Secretaries (City & Guilds)*

### PERSONAL SKILLS

*Reliable and adaptable*

*Efficient*

*Interpersonal skills*

### PERSONAL DETAILS

*Gary White  
34 Anywhere Road  
Coventry  
CV6 7RF*

*T: 02476 888 5544*

*M: 0887 222 9999*

*E: [gary.w@dayjob.co.uk](mailto:gary.w@dayjob.co.uk)*

*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

A highly efficient paralegal professional who is client focused with an ability to build strong relationships with internal and external clients. Having the ability to work quickly and accurately under pressure, dealing confidently with changing and conflicting priorities. Possessing a proven ability to help define a companies direction, achieve goals and optimise it's core business.

Aspiring to gain entry and start a challenging career with an ambitious and high profile company that offers a genuine opportunity for progression.

### WORK EXPERIENCE

#### **Solicitors – Coventry**

**PARALEGAL** June 2008 - Present

Working in a busy solicitors office and helping them with the many tasks that are needed to build a court case. Part of a small team of assistants to the partners and associates and covering a whole range of administration tasks & paralegal work.

#### **Duties:**

- Arranging meetings & assisting with the drafting & amending of legal documents.
- Performing substantive legal work, conducts research & provides legal support.
- Creating court/matter bundles, filing & issuing documents at court.
- Performing legal research for solicitors and senior managers.
- Acting as a liaison with outside law firms.
- Bundle preparation including witness bundles and trial bundles.
- Proofreading of documents including contracts, agreements and transcripts.
- Prepare legal documents i.e. contracts, company policies & trademark applications.
- Responsible for coordination and administration of contracts.
- Boxing and indexing files to be sent to deeds for off-site storage.
- Responsible for the structure & content management of the company website.
- Assisting with government and regulatory compliance reporting.
- Preparation of documents for court hearings, trial, arbitration & mediations.
- Bulk printing, arranging photocopying, copy-checking, indexing, file preparation and collation.

### KEY SKILLS AND COMPETENCIES

- Ability to exercise discretion and to remain poised under pressure.
- Ability to work on your own initiative without close supervision.
- Organised, pro-active, self-motivated, efficient and flexible.
- A strong client focus and a good commercial judgement.
- Effective interpersonal, written & oral communication skills in an international context.

### 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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