

# Kerry Brown | LEGAL SECRETARY

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## - PERSONAL STATEMENT -

I am a competent Legal Secretary with **4 years of experience** working in busy Private Client Departments. My audio and copy typing is fast and accurate (**83 wpm and 43 wpm respectively**). In addition I have experience across a whole range of typical support duties from diary management and organising meetings to drafting letters and taking instructions. I am looking for a full-time permanent role at a medium to large sized firm.

## - WORK HISTORY -

### **Legal Secretary** (maternity cover)

Browns & Co Solicitors | **March 2018 - date**

In this role I provide secretarial and administrative support to two fee earners in the Wills and Probate department. My responsibilities include audio and copy typing, dealing with both new and existing clients professionally, managing the diary, setting up new files and sending completed files to store. I also drafted Wills in accordance with the fee earners' instructions. All duties are carried out in accordance with the Solicitors' Code of Conduct.

### **Legal Secretary** (temporary)

Jones & Co Solicitors | **February 2017 - March 2018**

In this role I was a temporary floating secretary across the Private Client and Conveyancing departments, covering three peoples' absence and prioritising my own workload. I was required to provide excellent client care through face-to-face, email and telephone communications, and to produce documentation as required. All work had to be completed 'house style' with a large focus on quality and presentation. I also occasionally took instructions from new clients for sales, purchases and remortgages, and carried out simple legal research.

### **Legal Secretary** (temporary)

Smith & Co Solicitors | **June 2015 - January 2017**

Initially a 6 month position, I continue providing cover in this role due to prolonged absences in the team. Supporting the Private Client department, I drafted Wills, documents and letters in accordance to the fee earner's instructions and additionally carried out typical administrative duties. I also took instructions from clients for the conveyancing team from time to time and sent out terms of business letters on behalf of the fee earners.

## - EDUCATION -

### **Level 3 Diploma for Legal Secretaries**

CILEx Law School | June 2017

This qualification was attained by completing:

Unit 320/321 Legal Word Processing

Unit 322 Business Skills in the Legal Environment

Unit 323 Proofreading in the Legal Environment (maternity)

### **A-Levels**

Redhill Academy | September 2013 – June 2015

English (C), Maths (C), Art (C), Geography (C)

### **GCSEs**

Redhill Academy | September 2011 – June 2013

English (B), Maths (B), Art (B), Geography (C), Biology (C), Physics (C), Design & Technology (C), Music (C)

## - SKILLS -

- ✧ Fast and accurate audio typing (83 wpm) and copy typing (43 wpm)
- ✧ Intermediate user of Word, Excel, PowerPoint, Law Ware, Leap and Eclipse CMS
- ✧ Ability to draft letters and correspondence accurately and to use templates independently
- ✧ Ability to take instructions from new clients (conveyancing)
- ✧ Ability to carry out basic legal research
- ✧ Ability to book appointments and manage a diary
- ✧ Ability to open and close files, send files for storage and retrieve files and documents

## - HOBBIES AND INTERESTS -

When I'm not at work, I love hiking with my husband in the Derbyshire Dales, or going for a swim. I'm also a keen rower and take part in several contests throughout the year.

## - REFERENCES -

**Charles Brown** Partner

charlesbrown@brownandcosolicitors.com, 01332 123456

Browns & Co Solicitors | 123 High Street, New Meadow, Derby DE1 234

**Lucy Jones** Partner

lucyjones@jonesandcosolicitors.com, 01332 234567

Jones & Co Solicitors | 256 High Street, New Meadow, Derby DE1 456

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