Jo Bloggs

**----- Legal Receptionist -----**

**Address:** 1234 The Street, Nottingham NG5 2DY

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## Summary/Objective -----

I am a competent Legal Receptionist competent with dealing with clients both over the phone and face-to-face. I have 4+ years of experience at two busy law firms, which has allowed me to develop excellent client care and administrative skills, together with a good understanding of legal terminology.

I am looking for a part time position but I am happy to work additional hours or be flexible with shifts to cover staff absences when needed.

## Key skills -----

* Excellent manner both on the telephone and in person
* Audio typing – 40wpm / Copy typing – 50wpm
* Good knowledge of legal terminology
* Competent user of Microsoft Office
* Familiar with CLIO Practice Management System
* Experience dealing with unhappy clients and tense situations

## Work history -----

### LEGAL RECEPTIONIST

Bater and Morgan Solicitors

*March 2017 - date*

I currently work full-time at this busy, well-respected high-street firm. The firm is well-known for its specialism in licensing law but provides a very wide range of legal services. My duties include:

* Answering the phone, greeting clients and other visitors in reception
* Ordering office supplies, taking and checking deliveries
* Preparing meeting rooms and organsing refreshments
* Audio and copy typing
* Making appointments and updating the diary
* Filing, photocopying
* Handling incoming post
* Updating the PMS
* Ordering files from archive

I am assisted by an Office Junior who I manage and supervise.

### LEGAL RECEPTIONIST

Wreath Farcry Solicitors

*March 2016 – February 2017*

This full-time position was temporary (covering maternity leave). My responsibilities included:

* Answering the phone and greeting clients
* Making appointments, updating the diary
* Filing, photocopying and general admin
* Handling incoming post and distributing

I worked in a team alongside 2 office juniors whose workload I managed and supervised.

## Qualifications -----

### A LEVELS

Redhill Academy

*June 2009*

A level English (B)

A level Maths (C)

A level Religious Studies (B)

### GCSEs

Redhill Academy

*June 2007*

9 GCSEs grade C and above including English (C) and Maths (C).

## Interests -----

I am a keen swimmer and I regularly swim with my local swimming club. I also enjoy running, badminton and table tennis. I compete with a local table tennis team in the area tournaments.

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