

Name: Louise Gilbert
Address: 13 Scone Drive, Freewoods, Erskine, PA8 7AD
Email: lgilbert3@gmail.com Phone: 0141 784 7515
Position Applied for: Legal Secretary

CURRICULUM VITAE

Profile

Legal PA with Civil Court Paralegal Certificate. PA work experience at Partner and Managing Partner level in; Property (Domestic and Commercial), Corporate, Civil Court, Employment, Private Client, Trust and Executory, PPI and Criminal/Mental Health. Looking for a new challenge with your firm to further expand my knowledge and experience.

EMPLOYMENT HISTORY

Brown & Smith Solicitors

Jul 2013 – Present

PA to Managing Partner & Secretary to Contract/Corporate Partner

Duties

- Complex diary management for both partners
- Typing of confidential correspondence
- Management of email inbox
- Preparation Sheriff Court paperwork
- Preparation of Litigation cases
- Debt Recovery
- Company documentation management

McDoual Solicitors

Dec 2010 – Jul 2013

Secretary to Partner/Assistants in Contentious Construction Department

Secretary to Partner/Assistants in Litigation and Dispute Resolution Department

Duties

- Work relating to Sheriff Court and Court of Session
- General correspondence
- Court document preparation
- Fee issuing
- Preparation of expenses for fee earners
- Filing and archiving
- Arranged travel and accommodation

Glasgow Chamber of Commerce

Nov 2008 – August 2010

PA to Director of Legal

Duties

- Managing Director's diary
- Meeting scheduling
- Preparation of papers prior to Executive and Board Meetings
- Organising Director's travel and accommodation
- Management of Director's emails
- Minute taking and typing up of Legal Services Department monthly meetings
- Typing of general correspondence for Director and Fee Earners.
- Typing up of Judgments and Tribunal Documents

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Sands + Wilson Solicitors

Oct 2003 – Jul 2008

Legal Secretary to Partner/Assistant and Trainee within Commercial Property (Energy Division)

PA to Property Partner/Assistant

Duties

- Typing of correspondence and documents
- Filing – both paper and electronic
- Diary Management
- Updating Contact Database
- Managing Partners' inboxes
- Processed Partner and Fee Earner timesheets
- Typed up Fees/Invoices
- Assisted in travel/ accommodation (including international) and conference/seminar bookings

EDUCATION & QUALIFICATIONS

CLT/University of Glasgow	2011/14
Residential Conveyancing	2014
Civil Court Paralegal Course	2011
University of Glasgow (via Sands+Wilson)	2005
Professional Development in Client Relationships	
Inverness College	1996/99
Diploma in Management	
Clydebank College	1985/86
HNC in Secretarial Studies	
SNC in Secretarial Studies	
English 'O' (3), Maths 'O' (4), English 'H' (D), History 'H' (D)	

IT SKILLS

Word, Excel, PowerPoint, Digital Dictation (including Big Hand and Winscribe), Track Changes/Delta View, Elite, Lawsoft (fees and financial side), Mail Merge, Outlook, CMS and Database Management.

INTERESTS

Study for personal interest at Glasgow University and Open University including; Ancient Egypt, Ancient Celts, Archaeology, Heritage and Fossils.

To relax; Photography, baking, gardening and jazz music.

References

Bill Smart, HR Manager, McDoual Solicitors, 11 Breaker Street, Glasgow G1 7OQ
Ginny Mooney, Legal Consultant, Stafffinders, 6 New Street, Paisley
Brad Calum, Glasgow Chamber of Commerce, 45 Bunty Place, East Renfrewshire