

Curriculum Vitae

Mary Smith

Personal Contact Details

Address:	
Telephone:	
Email:	

Education and qualifications

- RSA I and II Secretarial Course, Edinburgh
- Edinburgh Grammar, 8 GCSEs including Mathematics, English and Science at Grade B.
- **'A' Levels:** Mathematics B; English B; Latin D

Employment History

April 2002– Present: Senior Legal Secretary

Large International Firm, City of London

- Working in close partnership with two partners within this top 50 City firm.
- Providing a confidential, highly responsive PA service, involving the organisation and planning of busy global schedules.
- Co-ordinating weekly business meetings including international video-conferencing.
- Managing continuous international travel itineraries including the planning of multiple annual conferences each attended by 100 delegates.
- Extensive liaising with partners and senior management throughout the UK and the US.
- Continually meeting tight deadlines while maintaining quality and accuracy.
- Forwarding letters or documents, provided by foreign clients to be translated into English
- Supervising two secretaries within the team; including 1:1 induction, performance appraisals, and assessing and delivering ongoing development needs.

Jan 1998 – March 2002: Legal Secretary

Mid Tier Regional Firm, Edinburgh, Scotland

- Supporting a team of two partners and one senior manager in a fast-paced legal environment.
- Managing diary planning and meeting scheduling across the team.
- Ensuring timely and accurate production of all legal documentation.
- Collating detailed case reports involving extensive cross-departmental communication.

Interests

- Mountain Biking
- Languages
- Theatre and Opera