

**CANDIDATE 24586**

**Position Sought:** Secretarial, PA & Administration opportunities within a legal environment

**Location Sought:** 20 mile radius of Bladon

**Notice Period:** Available Immediately

**Salary Requirement:** Circa £22,000

**IT Knowledge:** Word, Excel, PowerPoint, Outlook, Internet, and various in-house systems

**IT Test Results:** Word 70%

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**Armstrong Appointments offer a candidate replacement FREE OF CHARGE\* -  
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*Recruitment Specialists for Permanent Placements and Temporary Assignments in  
Board-Middle Management/Executive Administration/Sales & Marketing/Office Support*

## **CANDIDATE 24586**

**Driving Licence:** Full

### **Education**

**- 1992**

**Marlborough Comprehensive**

Woodstock

**1992 - 1994**

**Oxpens College**

Oxford

### **Qualifications**

**GCSEs** - German  
English  
Maths  
Sciences  
Sociology  
Art  
History

Core Text Processing - Distinction  
RSA I and II - Pass

SolCase (Solicitec) Administrator  
Conveyancing Diploma (studied)  
Microsoft Office Specialist (Word)

### **Employment History**

**April 2008 to April 2009**

**Administrator/PA**

**Charities Team**

**Oxford.**

Working with two Partners. Dealing with all the administration of the department, telephone, filing, typing, keeping diaries, arranging travel and booking accommodation. Meeting and greeting clients, organising internal charity events and dealing with Trustee correspondence.

Also, more recent I have taken the role as Ambassadors Administrator. This is an marketing initiative. It involves me liaising with all Partners and staff of every level. I co-ordinate staff networking to ensure that events are attended and that they are attended by the relevant persons.

Most recently I qualified as a Microsoft Office Specialist in Word.

**Reason for leaving:** Redundancy

**2007 to 2008**

**Solicitors**

**Witney, Oxfordshire**

Legal Secretary/Administrator/Reception. Dealing with every aspect of property transactions from taking instructions to completion through to registration and deed storage. Also Legal Secretary in the Family Department covering all secretarial duties, typing, filing, answering the phone and greeting clients. From time to time also undertaking reception duties when the need arose.

Reason for leaving: Threat of redundancy

**2006 to 2007**

**Self Employed (freelance legal services)**

Working as a freelance Secretary in firms across Oxfordshire. I also worked for one firm on a regular basis as Property Paralegal.

Reason for leaving: Headhunted by another company based in Witney

**2001 to 2006**

**Solicitors**

**Property Secretary/Paralegal**

Working in the Woodstock office in the very busy Property Department dealing with secretarial duties as well as paralegal. In December 2004 I attended a course to become a Solcase Administrator and maintained the Property Department database.

**Reason for leaving:** To become self employed and to allow the flexibility to purchase my own business.

**1998 to 2001**

**Solicitors**

**Secretary/Property Paralegal**

**Bicester, Oxon**

With my own client list dealing with every aspect of the conveyancing procedure.

**1994 to 1998**

**Independent Financial Advisers**

Compliance Administrator

Eynsham

**1992 to 1994**

**Solicitors**

Office Junior and then Float Secretary

Oxford

## **Personal Information**

I am outgoing and able to communicate with professionals of all levels. I work extremely well in a team and equally well working on my own. I have a confident attitude, and am willing to learn and take on new roles as I do with every new position that I am in. I have excellent secretarial and administrative abilities but am always willing to stretch myself to keep focused and allow new roles as well as implement new structures and input to new procedures. I enjoy learning and studying subjects which I think will enhance not only myself but also my employer.

I am able to take and give verbal and written instructions efficiently and work well to deadlines.

I think a flexible approach to everyday life is a necessity, which means I have an ability to meet deadlines.

I get on extremely well with all colleagues, at management and support staff level, and although professional always maintain a friendly and calm disposition.

Whichever role I take I always adjust to the environment and the needs of that environment.