

Candidate #L-1824

Legal Secretary & Litigation Support · 6 years experience

Candidate ID: L-1824

Category: Legal

Experience: 6 yrs

Location: Manila, Philippines

English: C2

Fee: A\$1,400/mo

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PROFESSIONAL SUMMARY

I'm a legal secretary with six years supporting solicitors at Australian law firms specialising in commercial and property law. I draft correspondence, prepare court documents, manage briefs, diarise court dates, and run the billing cycle in LEAP and PracticePanther. I'm meticulous about deadlines, I understand the consequences of missed court dates, and I communicate clearly with barristers' clerks and court registries. I'm also experienced in electronic discovery document review using Relativity.

SKILLS

LEAP / PracticePanther

Court document preparation

Diary & docketing management

Legal billing & invoicing

Relativity (e-discovery)

WORK EXPERIENCE

Legal Secretary

AU commercial law firm · 2019-03 – Present

Supported 4 solicitors in commercial litigation. Managed 150+ active matters, prepared all court documents.

Legal Admin

PH law firm · 2018-01 – 2019-02

Prepared contracts, managed partner diaries, and processed client billing.

CERTIFICATIONS

* Certificate III in Business Administration (Legal)

TAFE QLD · 2020-06 · Verified by Adept