

Sophie L. Beaumont

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PROFESSIONAL SUMMARY

Detail-oriented Legal Administrative Assistant with over seven years of experience in high-volume litigation firms. Proven expertise in electronic court filings via HMCTS, managing complex diaries, and drafting precise legal correspondence. Recognised for maintaining exceptional client relations and ensuring absolute confidentiality in sensitive case matters.

WORK EXPERIENCE

Senior Legal Administrative Assistant | Hardman & Co Solicitors | Manchester

May 2019 - Present

- Manage the daily administrative operations for a regional litigation firm specialising in employment law.
- Facilitate electronic court filings through HMCTS for over 45 active cases.
- Draft and format complex legal bundles and witness statements for Employment Tribunal hearings.
- Coordinate with Counsel chambers to arrange conferences and track fee notes.
- Oversee the firm's billing cycle using Proclaim, ensuring all billable hours are captured and invoiced monthly.

Legal Secretary | North West Corporate Legal | Liverpool

Feb 2015 - Apr 2019

- Supported four solicitors in the commercial property division, managing heavy diary scheduling and travel.
- Prepared first drafts of commercial lease agreements and Land Registry applications.
- Maintained a meticulous digital and physical filing system in compliance with SRA regulations.
- Served as the primary liaison between legal counsel and corporate clients.
- Processed incoming disclosure requests and organised document production sets.

Administrative Assistant (Legal) | Manchester City Council Legal Services | Manchester

Jun 2013 - Jan 2015

- Provided clerical support to the social care legal team, handling high-volume case intake.
- Handled sensitive enquiries from members of the public and local authority stakeholders.
- Transcribed digital dictation for case notes and formal letters with 99% accuracy.
- Ensured all legal records were stored in compliance with local government records retention policies.

EDUCATION

University of Manchester | Bachelor of Laws (LLB) | Law

Sept 2010 - Jun 2013

The City Law School | Diploma | Legal Secretary & Office Administration

Sept 2013 - Mar 2014

SKILLS

Legal Terminology, HMCTS E-Filing, Document Formatting, Disclosure Management, Bundle Preparation, Civil Procedure Rules (CPR), Clio / SOS Connect, Microsoft Office Suite, Adobe Acrobat Pro, BigHand Dictation, LEAP / Time Billing, Proclaim CMS, High Discretion, Diary Management, Prioritisation, Attention to Detail, Client Communication, Multitasking

CERTIFICATIONS

CILEX Level 3 Diploma in Law and Practice | CILEX (2016)
ILSPA Legal Secretary Diploma | ILSPA (2014)

LANGUAGES

English (Native)
French (B2 - Upper Intermediate)

ACTIVITIES

Institute of Legal Secretaries and PAs (ILSPA)

Active member, attending annual conferences on legal digitisation and compliance.

CV example from guide at vitae.so