

# Georgia Price

Graduate Legal Secretary



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Swansea, United Kingdom · georgia.price@gmail.com · +44 7428 691 374 · linkedin.com/in/georgiaprice-legal

Law and Business graduate from Swansea University with strong administrative, organisational, and legal document preparation skills. Completed a **3 month placement** at a high street solicitors where I supported **4 fee earners** across conveyancing and family law departments. Typed **200+ legal documents** with an accuracy rate above **99%**. Audio typing speed of **70 wpm** with experience in case management systems and client liaison.

## Experience

*Jun 2025 – Aug 2025*

**Legal Secretary Placement**, Peter Lynn and Partners Solicitors, Swansea

Provided secretarial and administrative support to 4 solicitors across the conveyancing and family law departments during a 12 week placement.

- Typed **200+ legal documents** including letters, court forms, contracts, and attendance notes with an accuracy rate above **99%**
- Managed diary appointments and court hearing dates for **4 fee earners**, ensuring zero missed deadlines
- Handled incoming calls and client enquiries, managing an average of **35 calls per day**
- Prepared **15 bundles** for court hearings and solicitor appointments, indexing and paginating all documents

*Jan 2024 – May 2025*

**Administrative Assistant**, DVLA (Swansea), Swansea

Part-time administrative role at the DVLA's headquarters during university.

- Processed an average of **80 document applications per day** with an accuracy rate of **99.5%**
- Assisted with a backlog reduction project that cleared **2,500 applications** over 3 weeks

## Education

*Sep 2022 – Jul 2025*

**BA (Hons) Law and Business in Law and Business**, Swansea University, Swansea

Graduated with Lower Second Class Honours (2:2, **58% average**). Dissertation on the efficiency of online conveyancing processes in Wales, graded **63%**.

- Relevant modules: Contract Law, Land Law, Business Administration, Legal Skills, Employment Law
- Completed a Legal Practice module including client interview simulations and document drafting

## Skills

Audio Typing (70 wpm), Legal Document Preparation, Case Management Systems (LEAP), Diary Management, Client Liaison, Court Bundle Preparation, Microsoft Office (Word, Outlook, Excel), Filing & Records Management, Conveyancing Administration, Telephone Manner, Attention to Detail, Confidentiality

## Certifications

*May 2025 – May 2025*

**CILEX Level 2 Certificate in Legal Studies**, Chartered Institute of Legal Executives

## Languages

English - Native, Welsh - Basic (A2)

## Projects

*Oct 2024 – Apr 2025*

**Online Conveyancing Efficiency Study (Dissertation)**

Investigated the efficiency of online conveyancing processes compared to traditional methods in Welsh law firms.

- Surveyed **25 conveyancing solicitors** across South Wales and analysed **40 completed transactions**
- Found that fully digital conveyancing reduced average completion time by **12 days** compared to paper-based processes
- Presented findings at the **Swansea University Law Faculty Symposium**

## References

**Catherine Evans**, Office Manager, Peter Lynn and Partners Solicitors, catherine.evans@peterlynnandpartners.co.uk, +44 7700 900 163

## Extra Curricular Activity

*Sep 2024 – Jun 2025*

### **Secretary - Swansea University Law Society**

Managed communications and event coordination for the university's law society.

- Organised **8 events** including mooting competitions, careers talks, and networking evenings with **50+ attendees** per event
- Managed the society's email communications to **300+ members** and maintained the events calendar