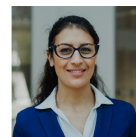


Priya Mehta

Legal Assistant



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Legal assistant with eight years of experience supporting partners and senior associates in corporate and commercial law. Currently the lead legal assistant in a 6-person team at a major international firm, responsible for matter management, billing, and client onboarding across a portfolio of £9 million in annual fees. Known for keeping complex multi-jurisdictional deals on track.

■ EXPERIENCE

Senior Legal Assistant – Corporate, Clifford Chance, London

Sep 2021 – Present

Lead legal assistant supporting 3 partners and 5 senior associates in the M&A and private equity practice.

- Manage matter opening, conflict checks, and client onboarding for **80+ new matters per year** with a combined fee target of £9 million
- Coordinate completion mechanics on cross-border M&A deals — handled **14 simultaneous closings** in a single quarter
- Process monthly billing for the team — average of **£750,000 per month** in WIP and invoicing
- Supervise and train **2 junior legal assistants** and manage the team's workflow during peak periods

Legal Assistant – Commercial, DLA Piper, London

Jun 2018 – Aug 2021

Supported a team of 8 fee earners in the commercial contracts practice.

- Managed document production for **200+ commercial agreements per year** including NDAs, supply contracts, and framework agreements
- Ran the document comparison and proofreading process — caught an average of **12 errors per week** before documents went to clients
- Maintained the precedent library of **150+ templates**, updating for regulatory changes quarterly

Legal Secretary, Eversheds Sutherland, London

Sep 2016 – May 2018

Secretarial support across the real estate and litigation teams.

- Audio typed correspondence, witness statements, and court documents at **80 wpm**
- Managed diaries for **4 partners** including court dates, client meetings, and arbitration hearings
- Handled land registry applications and company searches for the real estate team — processed **25+ per week**

Receptionist / Admin Assistant, Withers LLP, London

Jan 2015 – Aug 2016

Front desk and administrative role at a leading private client law firm.

- First point of contact for **60+ daily visitors** including HNW clients, barristers, and couriers
- Managed meeting room bookings across **3 floors**, handling an average of 20 bookings per day
- Assisted the HR team with recruitment admin during a **30-person trainee intake**

■ EDUCATION

CILEx Level 3 Diploma in Legal Practice, Chartered Institute of Legal Executives, London

Sep 2017 – Jun 2019

Completed while working full-time at DLA Piper. Covered contract law, tort, and legal research.

A Levels in English, Business Studies, Law, Brampton Manor Academy, London

Sep 2012 – Jun 2014

Grades: English (B), Business Studies (B), Law (A).

■ SKILLS

Matter Management & Opening • Client Onboarding & Conflict Checks • Legal Billing (Elite 3E, Aderant) • Document Production & Proofreading • Completion Mechanics (M&A/PE) • Case Management Systems (iManage, NetDocuments) • Audio Typing (80 wpm) • Microsoft Office Suite (Advanced Word, Excel) • Team Supervision & Training • Multi-Jurisdictional Deal Coordination

■ CERTIFICATIONS

CILEx Level 3 Diploma in Legal Practice, Chartered Institute of Legal Executives

Jun 2019

Legal Secretaries Diploma, Institute of Legal Secretaries and PAs

Mar 2016 – Sep 2016

Anti-Money Laundering Certificate, International Compliance Association (ICA)

Mar 2022

■ LANGUAGES

English (native) • Gujarati (fluent)

■ PROJECTS

Billing Process Overhaul – Clifford Chance Corporate

Jun 2022 – Dec 2022

Redesigned the monthly billing workflow for the corporate team.

- Reduced the average time from WIP review to invoice dispatch from **12 days to 5 days**
- Implemented a pre-billing checklist that cut write-offs by **18%** across the team
- Process adopted by **3 other practice groups** within the London office

Precedent Library Refresh – DLA Piper Commercial

Jan 2020 – Jun 2020

Led a 6-month project to update and standardise the commercial contracts precedent library.

- Reviewed and updated **150+ templates** for GDPR compliance and current drafting standards
- Created a tagging and search system that reduced average template retrieval time from **8 minutes to under 1 minute**

■ REFERENCES

Richard Knowles, Partner – Corporate, Clifford Chance, richard.knowles@cliffordchance.com, +44 7700 900 111

Laura Chen, Legal Operations Manager, DLA Piper, laura.chen@dlapiper.com, +44 7700 900 222

■ EXTRA CURRICULAR ACTIVITY

Mentor – Social Mobility Foundation

Sep 2020

Mentor young people from low-income backgrounds interested in legal careers. Currently mentoring 2 sixth-form students through university applications and work experience placements.

Organiser – Clifford Chance South Asian Network

Jan 2022

Help organise events and panel discussions for the firm's South Asian affinity group. Organised a Diwali celebration attended by 150+ staff.