

# Sophie Brennan

Liverpool, United Kingdom  
sophie.brennan@outlook.com  
+44 7498 112 034

## Legal Secretary

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Legal secretary with a year and a half of experience supporting solicitors in private client and family law. Currently providing secretarial and admin support to 4 fee earners at a regional firm, handling everything from audio typing and diary management to drafting court forms. Fast and accurate typist at 75 wpm.

## Experience

### Legal Secretary – Family Law, Brabners LLP, Liverpool

Apr 2025 – Present

Providing full secretarial support to 4 solicitors in the family law department.

- Prepare court forms (C100, D8, Form A) and witness statements — handle **15–20 filings per month**
- Audio type attendance notes, client letters, and advice from dictation — averaging **75 wpm with 98% accuracy**
- Manage calendars for 4 fee earners including court hearings, mediation, and client conferences
- Open new matter files on the case management system and run **AML/ID checks** for all new clients

### Legal Secretary – Private Client, Jackson Lees Group, Liverpool

Sep 2024 – Mar 2025

Supported 3 solicitors handling wills, probate, and lasting powers of attorney.

- Drafted **40+ wills and LPAs** from pro forma templates for solicitor review
- Managed the probate post — logged incoming correspondence and distributed to **65+ open files**
- Coordinated the signing and witnessing process for wills, scheduling **10–12 appointments per week**

## Education

### BTEC Level 3 Diploma in Business Administration, Liverpool John Moores University (City Campus), Liverpool

Sep 2022 – Jun 2024

Distinction. Covered office management, business communication, and IT skills. Completed a work placement at a local solicitors' firm.

## Skills

Audio & Copy Typing (75 wpm) • Court Form Preparation • Diary & Calendar Management • Case Management Systems (LEAP, Proclaim) • Legal Terminology (Family & Private Client) • AML/KYC Client Onboarding • Document Formatting & Proofreading • Microsoft Office (Word, Excel, Outlook) • Dictation Software (BigHand) • Telephone Manner & Client Liaison

## Certifications

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

Jan 2024 – Jun 2024

### RSA Level 3 Typing & Word Processing, OCR

Mar 2024

## Languages

English (native)

## Projects

### Template Standardisation – Brabners Family Team

Jun 2025 – Sep 2025

Reviewed and updated the family law department's standard letter and court form templates.

- Updated **35 precedent documents** to reflect current court rules and firm branding
- Reduced average document preparation time by **15 minutes per letter** by fixing formatting inconsistencies
- Templates adopted across **all 4 fee earners** in the department

## References

### Claire Worthington

Partner – Family Law, Brabners LLP, [claire.worthington@brabners.com](mailto:claire.worthington@brabners.com), +44 7700 900 234

### Hannah Frost

Solicitor – Private Client, Jackson Lees Group, [hannah.frost@jacksonlees.co.uk](mailto:hannah.frost@jacksonlees.co.uk), +44 7700 900 345

## Extra Curricular Activity

### Volunteer Admin – Merseyside Law Centre

Jan 2024 – Aug 2024

Helped with reception duties and filing at a free legal advice centre. Greeted clients, booked appointments, and maintained the paper and digital filing systems.