

## Confidential Resume

### Personal Details

Carolyn Warburton  
Address: 12 Cambridge Street, Umina Beach NSW 2257  
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Phone: 0423357123

### Experience

January 2021 – December 2023 Conveyancing Assistant Dott & Crossitt Solicitors

2018- 2020 Conveyancing Assistant Karlene's Conveyancing

2017-2023 Casual Legal Transcriptionist (contractor) Katie Smith Solicitor

2015-2017 Legal Secretary

December 2011 – March 2013 Lyndon Sayer-Jones & Associates

#### **Office Manager / Legal Secretary / Bookkeeper**

Office Management

LawWare - Accounting, enter Office Account receipts and payments, enter Trust Account receipts and payments, prepare Trust Trial Balance and Bank

Reconciliations

Payroll

Time recording

Monthly billing

Conveyancing

Order Searches - ASIC and Business Name

Search Trade Mark Database

Order Property enquiries

Draft correspondence and contracts

September 2007 – December 2011 Lyndon Sayer-Jones & Associates

#### **PA / Office Manager**

Office Management

Conveyancing including drafting contracts for sale, transfers, settlement figures, exchanges and settlements

Drafting agreements, track changes, digital dictation , ASIC Searches

Maintain office supplies

Monthly billing - LawWare Accounting

Work unsupervised

January 2005 – March 2006

Cutler Hughes & Harris

Sydney

#### **Executive Assistant to CEO / Property Department**

Organise diaries/meetings/travel/seminars

Attend meetings, take minutes at meetings and draft same and circulate to firm

Dictaphone 80wpm

Drafting lease and mortgage documents

General office & secretarial duties

	January 2001 – January 2005	Lyndon Sayer-Jones & Associates
	<b>Legal Secretary</b>	
	General office duties	
	Reception	
	Responsible for mail, banking, stationery, dictation, word processing, conveyancing work, edits, drafts, attending settlements.	
	Monthly billing - LawWare Accounting	
<b>Education</b>	Macquarie University Conveyancing Law & Practice	
	2000	Gosford Institute of Technology
	Business Certificate 3 (Legal)	
	1999	Terrigal High School
	High School Certificate	
<b>Interests</b>	<ul style="list-style-type: none"> <li>yoga, exercise, reading, theatre, art, music, film</li> </ul>	
<b>About me</b>	Professional, trustworthy, reliable, calm, good sense of humour	