

# Practice Assistant

## Courtney Sugden Butler

I started my journey at Cleary as an Admin Assistant when I had just turned 18. A year later I began my career as a Practice Assistant looking after my own allocation.

Now I am 22 and not one day at Cleary's feels the same. New challenges and opportunities appear daily. You may not always be prepared for these challenges, but using your own initiative and skills helps you to cope with anything.

My daily role at Cleary is to offer support to two partners, two counsel and four lawyers. This can involve administrative tasks, booking last minute travel to attend client meetings in a different continent or simply being there for support and encouragement to get them through their extremely busy day.

When I was studying for my Law and Legal Secretarial diploma, I always imagined law firms to be daunting and strict, but Cleary is the complete opposite. Everyone is treated equally, whether they are a lawyer or part of the non-legal team. We are like a small community, always celebrating and enjoying our firm's achievements together.

If you are planning on working at a corporate firm or office, I highly encourage you to build confidence in your literacy skills. This will help you with daily tasks in your working environment. You might, for example, have to take notes at a client meeting or during an important call. You will be representing yourself and the company so confidence in relaying the correct information is very important.

