CURRICULUM VITAE

PERSONAL

Name: Fiona Carolyn Liddlow (formerly Dowds)

Date of birth: 23 April 1974

027 600 4633 or liddlowtypingservices@gmail.com

EMPLOYMENT HISTORY

November 2023 – Present **Paul Dacre KC and Rosemary L. Thomson**

Secretary for both Paul Dacre KC and Rosemary L. Thomson. Looking after day to day office duties, typing, filing, P.A duties, looking after legal files and disclosure.
(5 days a week 8.00am to 3.00pm).

September 2015 – May 2025 **Michael & Jennifer Smith Lawyers**

Directors' Assistant for both Michael Smith and Jennifer Smith, looking after day to day office duties, typing, filing, P.A duties. I also did Xero reports for them, monthly accounts, GST returns.

December 2014 – Present **Maria Robinson, Labor (US spelling) and Employee Relations Consulting, San Francisco**

Located in San Francisco, typing and editing of agreements, templates, and documents in US format.

February 2011 – Present **Gary Gotlieb, Criminal Barrister**

Legal Secretary/P.A worked at his chambers covering typing, accounts and general administration. I now do odd typing work for him when required from home.

2006 – January 2015 **Rt Hon. Dame Jenny Shipley**

Typing letters, emails and conference notes.

July 2014– January 2017	**Sheldons, Valuers, Valuation Firm (now Opteon)** Typing valuation reports, searching property details, maps, setting up invoices, jobs, editing and sending reports and invoices as an outsource typist from home.
February 2012 – June 2014	**Sheldons, Valuers, Valuation Firm (now Opteon)** Typing valuation reports, searching property details, maps, setting up invoices and jobs, editing and sending reports, invoices.
May 2013 – September 2013	**Lowndes Jordan** Brought in to work on a large court case collating documents and getting everything ready for a 14 week trial.
October 2017 – December 2017	**Lowndes Jordan** Formatting and typing precedents from home.
December 2006 – Present	**Liddlow Typing Services** Self employed typing business from home.
July 2007 – May 2009	**Lowndes Jordan** Night Secretary, Tuesday and Thursdays. Covering both commercial and litigation, typing, filing, precedents.
January 2006 – September 2006	**Heaney & Co**, Solicitors, Auckland Legal Secretary/P.A Working for David Heaney and a junior solicitor. Heaney & Co specialised primarily in leaky building cases, the role was divided between being a personal assistant to David Heaney and litigation work.

March 2004 – December 2005	**Jones Fee**, Solicitors, Auckland, (Now Fee Langstone) Legal Secretary/P.A Working for Craig Langstone (Partner) and three other solicitors. Jones Fee specialises in Insurance Law so the role was primarily litigation. When accountant was absent, I was in charge of accounts. I have a good knowledge of Lawbase.
February 2003 – November 2003	**Dechert**, London Legal Secretary/P.A Worked for three people in the construction and property department.
January 2001 – February 2003*****	**Manches**, London Float secretary/P.A From March 2001 worked as a part of Lady Helen Ward's team in the Family Law Department, typing, filing, P.A duties.
November 1999 – June 2000*****	**Manches**, London Legal secretary/P.A Worked solely for the head of the Family Law Department, Mrs Jane Simpson.
June 1998 –August 1999*****	**Manches**, London Float secretary/P.A Worked in different departments within the firm; including working for the Partners within these departments. Would often get pulled from a position to work in the Family Law team.

**** Note:*** *For the first four and a half years that I was in London I was employed by Manches, as well as partaking in various overseas trips. My travels include the west coast and east coast of Africa, as well as extensive travelling through western Europe. Manches while allowing me to do these extensive trips, would re-employ me upon my return to London.*

August 1995 – May 1998	**Jones Fee** (formerly known as Heaney Jones), Auckland Legal secretary/P.A Worked for Craig Langstone (Partner), a solicitor and a legal executive.
September 1994 – August 1995	**Keegan Alexander Tedcastle & Friedlander**, Auckland Legal Secretary/P.A Worked for Mark Vickerman (formerly a partner of Keegan Alexander, he left in September 1995 to work as a barrister).
January 1993 – September 1994	**Piggin O'Brien & Batterton**, Auckland Legal Secretary/Receptionist/Office Junior Worked for Philip Batterton and Thomas Piggin (both were Partners and have both sadly passed). I also worked for a legal executive and accountant.

REFEREES

Mr Paul Dacre KC
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Mr Michael Smith
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Mrs Jenny Smith
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Mr Michael Morrison
Bankside Chambers
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Mr Gary Gotlieb
Retired Criminal Defence Barrister
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Mr Doug Cowan,
Barrister & Solicitor
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Rt Hon Dame Jenny Shipley
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