

Robert Smith

Bankruptcy Legal Assistant

PERSONAL STATEMENT

To pursue and obtain employment that will allow me to utilize the ability, skills, knowledge, and education I have acquired in order to become an integral part of a successful organization and enhance my professional and personal business endeavors.

WORK EXPERIENCE

Bankruptcy Legal Assistant

ABC Corporation - September 2007 - May 2009

Responsibilities:

- Consisted of extensive client interaction providing assistance and information concerning their bankruptcy cases as well as providing the potential client information on office services.
- Processed account payments, assisted in maintaining and operating computer networking system, and utilized proficient computer skills on programs such as Word, Amicus Attorney, and Excel.
- Answered approximately 40 to 50 calls a day while also using other communication devices.
- Responsible for establishing and organizing the filing system for a 2000 client caseload of open and closed files.
- Assisted the attorney in verification and preparation of the weekly bankruptcy proceedings and occasionally attended the court proceedings.
- Experienced and college career I have become proficient with Microsoft Word and Excel.
- Accumulated exceptional people skills and the ability to also be a team player.

Bankruptcy Legal Assistant

Delta Corporation - 2005 - 2007

Responsibilities:

- Prepare and File Chapter 7/Chapter 11/Chapter 13 Bankruptcy Petitions Usage of ECF (Electronic Filing System), PACER, Best Case and Tabs III Prepare .
- Assist current clients with file update.
- Contact Bankruptcy Attorneys and Trustee.
- Assist on special projects, for example; extracting documents, following up with clients to make sure we have updated information on file, etc.
- Assist the Attorneys with files for court, Data Entry, prepare and organize new files from clients, billing, Electronic Filing with the Court, .
- Opening and processing Bankruptcy files and referrals.
- Preparing legal documents, filing legal documents electrically with courts, updating clients and vendor websites and programs, calendaring hearings, .

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Word, Excel, LPS, Access, Summation, Concordance, Relativity, ECF Electronic Court Filing, Westlaw And Lexis.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

B.S. In Business