

Robert Smith

Senior Legal Assistant

PERSONAL STATEMENT

Personable Legal Assistant who displays the utmost level of professionalism and confidentiality. Follows directives and employs all necessary steps to excel in high pressure situations. A position with a company that will make use of my extensive experience and background in Finance and Legal.

WORK EXPERIENCE

Senior Legal Assistant

ABC Corporation - November 1994 - Present

Responsibilities:

- Enforce criminal judgment and commitment orders, and independently perform all functions to collect amounts imposed as a result of the prosecution of criminal cases.
- Monitor the progress of pending cases and initiate action to ensure that legal pleadings, forms, reports, correspondence, and other documents are prepared and submitted within established deadlines.
- Obtain and analyze financial information on debtors to determine their ability to pay.
- Contact, negotiate and establish written payment schedules with debtors to assure successful collection of debts and when necessary, conduct skiptracing activity to locate debtors.
- Knowledge of the litigation process such as asset forfeitures, liens, garnishments, writs of execution.
- Knowledge of the local court rules and court procedures to perform non-routine assignments such as reviewing incoming documents and determining the need for the preparation of various legal documents.
- Able to compile and prepare reports and documents on various computer systems as needed.

EXECUTIVE SECRETARY

ABC Corporation - April 1993 - November 1994

Responsibilities:

- As executive secretary, i worked for two senior vice presidents and the marketing director.
- My duties included handling the mail, receiving and screening callers, transcribing memorandums and letters, and perform various other clerical tasks as needed.
- Prepared and distributed on lotus and Wordperfect various weekly, monthly, and quarterly reports and memorandums for officers and employees.
- Was responsible for checking local banks= rates each week, figuring apy=s, preparing the rate and loan sheets.
- Also, was responsible for the upkeep of the state and federal libraries.
- Obtain from local banks suspicious activity reports and documents for the sars meetings.
- I am also an evaluator for the evaluation and review staff, an executive

CONTACT DETAILS

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

SKILLS

Microsoft Office, Adobe,
CaseMap, Legal
Research

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

office of the united states attorney, Washington d. C.

Education

High School Diploma - (Lee County High School - Leesburg, GA)AS in
Paralegal Studies - September 1989(Ashwood University)