

# ROBERT SMITH

## Legal Office Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

To obtain long-term employment in the Legal Office Assistant environment, where my skills and abilities can be utilized to benefit the employer, and contribute to the growth of an organization in an effective and professional manner.

### CORE COMPETENCIES

Data Entry, Time Management Skills, Organization SKills.

### PROFESSIONAL EXPERIENCE

#### Legal Office Assistant

**ABC Corporation - February 2004 – August 2005**

##### Key Deliverables:

- Responsible for processing Estate Planning and Corporate formations.
- Acted as the first contact for the law firm by greeting clients, scheduling client and court appointments, answering switchboard telephone.
- Provided quality customer service and received co-pays and payments.
- Performed counter and/or phone work providing information to the public that requires limited interpretation of established policies and procedures.
- Prepared reports requiring the extraction of database information using established policies and procedures.
- Created and maintained files by extracting information from local and state databases. Entered new client/defendant and other information into a computer database, orders client/defendant records and documentation.
- Prepared standard legal forms. Responsible for closing, storage, and/or destruction of files.

#### Legal Office Assistant

**Delta Corporation - 2007 – 2010**

##### Key Deliverables:

- Assisted payroll with processing paychecks and entering employee timecards.
- Supported executive attorneys in attending court sessions as needed.
- Routinely updated legal files.
- Prepared files for use in trial Input information into file databases and case management software.
- Greeted and assisted customers by providing information and resolving their complaints.
- Served as the legal office assistant; duties include copying, printing, separating, and documenting files whether they pertain to pass or present cases.
- Made sure case files are alphabetized and in proper order, according to categories  
Processed daily mail.

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### EDUCATION

- High School Diploma