

EMMA JOHNSON

Legal Secretary

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PROFESSIONAL SUMMARY

Detail-oriented Legal Secretary with 7 years of experience in providing comprehensive support to attorneys. Proficient in document preparation, client communication, and case management. Committed to maintaining confidentiality and ensuring compliance with legal standards.

WORK EXPERIENCE

Legal Secretary II

Pineapple Enterprises

📅 Dec / 2020-Ongoing

📍 Santa Monica, CA

1. Managed legal correspondence, ensuring timely delivery to clients, witnesses, and court officials.
2. Composed and revised legal documents, including contracts, pleadings, and discovery materials.
3. Assisted attorneys with trial preparation, including organizing exhibits and witness lists.
4. Maintained daily communication with clients, insurance adjusters, and medical professionals.
5. Drafted court documents and invoices, ensuring compliance with legal standards.
6. Coordinated appointments, depositions, and meetings, optimizing schedules for multiple attorneys.
7. Ensured all legal documents were filed in accordance with court deadlines and requirements.

Customer Service Representative

Lakeside Apparel Co

📅 Dec / 2017-Dec / 2020

📍 Chicago, IL

1. Prepared legal documents, including cover letters, pleadings, and discovery requests for various cases.
2. Sorted incoming mail and managed outgoing correspondence efficiently.
3. Maintained accurate financial records and performed weekly deposit calculations.
4. Updated case files regularly, ensuring attorneys had current information throughout the day.
5. Assisted in preparing documents for filing and client delivery to advance case progress.
6. Utilized various software applications to manage case information and maintain organization.
7. Demonstrated excellent interpersonal skills in client interactions, both in-person and over the phone.

EDUCATION

Associate of Applied Science in Legal Studies

Southern New Hampshire University

📅 Dec / 2014-Dec / 2017

📍 Denver, CO

Focused on legal terminology, document preparation, and office management skills.

SKILLS

Legal Administration

Document Management

Client Communication

Legal Research

ACHIEVEMENTS

- ★ Streamlined document filing system, reducing retrieval time by 30%.
- ★ Successfully managed scheduling for 5 attorneys, improving efficiency by 25%.