

Robert Smith

Legal Secretary to Partner

PERSONAL STATEMENT

Confident and articulate Legal Assistant offering strong foundation and extensive experience in insurance defense, civil litigation, trial preparation, construction defect, employment law, family law and personal injury. Opens new client and/or matter numbers; performs conflict checks; demands prebill selection of monthly bills for attorney review

WORK EXPERIENCE

Legal Secretary to Partner

ABC Corporation - October 2011 - December 2012

Responsibilities:

- Provided advanced administrative support, including calendar management, conference calls, action items, meeting planning, drafting correspondence, domestic and international travel, expense reporting, invoice processing, currency conversion and file maintenance.
- Demonstrated experience in planning, coordinating and managing multiple events.
- Received client checks, reconciled with outstanding invoices; prepared deposit memos and submitted for deposit.
- Created litigation documents and collaborated with office staff to prepare documents for filing in a timely manner.
- Leveraged document processing services, insuring documents were prepared in a timely manner.
- Processed incoming merchandise and separate for department managers.
- Packaged merchandise to be returned to vendors or shipped to various company stores, making certain the processed paperwork is correct..

Legal Secretary to Partner

Delta Corporation - 2009 - 2011

Responsibilities:

- Include drafting, editing and filing all necessary pleading for General District, Circuit and Federal Courts, drafting all correspondence to .
- Scheduling client meetings, depositions, and court reporters.
- Responsible for preparing all subpoenas, maintaining attorney calendar, opening and distributing mail and e-filing.
- Administrative assistant to a Sr.
- Partner with heavy calendaring, telephone, facilitated some foundation transactions, and other office work, as required.
- Provided dutiful administrative support to Partner in litigation and construction law.
- Administered all transcription, typing and filing of legal documents.

Education

High School Diploma

CONTACT DETAILS

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

SKILLS

MS Office, Adobe
Acrobat Pro, SharePoint,
Adobe Lifecycle
Designer, Project
Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

