

Robert Smith

Litigation Legal Secretary

PERSONAL STATEMENT

Experienced Litigation Legal Secretary with proven client relation skills and an ability to multi-task multiple client records, files and legal documents in a highly organized, efficient and precise manner. With a demonstrated commitment to excellence, ethical processing and client confidentiality.

WORK EXPERIENCE

Litigation Legal Secretary

ABC Corporation - April 2009 - November 2010

Responsibilities:

- Worked on contract positions.
- Supported senior level partners in docketing and filing court documents.
- Communicated with all level of personnel and clients.
- Filed documents electronically with the courts.
- Entered weekly time.
- Prepared and managed new and opened case files.
- Assisted in preparation for trial.

Litigation Legal Secretary

Delta Corporation - 2007 - 2009

Responsibilities:

- Litigation Legal Secretary.
- Assigned to attorneys with practice areas in asbestos and toxic tort, civil litigation, insurance defense, and workers compensation.
- Prepared pleadings to be filed in court, e-filed documents using Pacer, constant contact with clerks of courts for case information; pulled court .
- Responsible for supporting two Shareholders and one Associate.
- Responsible for proof reading Affirmative Action Plans and various documents; open new client matters/client intake forms, maintain timekeepers .
- Skills Used MS Word 2010/MS Outlook/MS Excel/MacPac 9 Legal research/case notes/E-filing/Pacer/FileSite/DMS Legal correspondence preparation Conflict .
- Provided secretarial support to senior partner and associate Prepared correspondence, pleadings, and other legal documents using Word Maintained .

Education

Business

CONTACT DETAILS

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

SKILLS

Managing Skills,
Preparation SKills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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