

Objective

Responsible for Preparing pleadings and discovery documents for filing and service, Scheduling depositions with attorneys, clients, witnesses, and court reporters.

Skills

PowerPoint, Tabs Billing System, IManage, Elite Billing System, Time Entry Billing System, CMS, ProLaw Billing Software, Westlaw, Nuance, And NetDocs File Management.

Work Experience

Litigation Legal Secretary

ABC Corporation - May 2011 – October 2013

- LLP Prepared and revised correspondence, pleadings, documents and other clerical assignments as delegated for one General Counsel, one associate and one legal assistant; and provide backup to other attorneys as needed.
- Responsible for receiving and initially reviewing incoming mail to determine its disposition, updating case-related contact information, scan and e-mail to responsible attorneys and onto electronic data management system.
- Assisted with client and various office filings.
- Prepared and submitted e-filings as well as transcribe using electronic transcription, miscellaneous copying of claim files, document production, and case related research.
- Answered phones and communicate with opposing counsel and clients via phone and email on a daily basis.
- Maintained calendars, provide attorney billing support.
- Upkept of client and various office files, as well as opening and closing of files.

Litigation Legal Secretary

Delta Corporation - 2008 – 2011

- The Bassett Firm Responsible for all typing of legal correspondence, pleadings and discovery for two Senior Associates and one paralegal.
- Responsible for receiving, acknowledging and initially reviewing incoming mail to determine its disposition, updating case-related contact information, scanning and e-mailing to responsible attorneys and onto electronic data management system (Perfect Practice).
- Responsible for composing letters to clients, courts and opposing counsel.
- Responsible for making travel arrangements, miscellaneous copying of claim files, document production, e-filing documents online.
- Responsible for receptionist duties one-two days a week.
- Responsible for helping out with the workload when another secretary is out sick, on vacation or at the front desk.
- Responsible for helping in the file room one-two times per week filing correspondence, pleadings and discovery and preparing subfiles Responsible for assisting billing department with monthly draft bills - editing, revising and proofing for errors using TimeSlips software.

Education

BS In Criminal Justice