

Robert Smith

Paralegal/Administrative Assistant

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SUMMARY

Experienced, organized, and degreed Paralegal/Administrative Assistant accustomed to high levels of responsibility and working independently in the following legal specialties: contracts, transactions, real estate, and SBA lending for over 25 years. Accomplishments include administered syndicated loans and leverage leases, automated large contracts drafting and tracking processes. Managed major projects including acquisitions, dispositions, leasing, and mergers. Supported up to twelve attorneys and assisted with multi-billion dollar projects and transactions.

SKILLS

Quickbooks, Microsoft Office, Pro Doc, E-Filing, DPA, Corel VideoStudio Pro, Computer Savvy, Office Administration, Communication, Customer Services, Conflict Resolution

WORK EXPERIENCE

Paralegal/Administrative Assistant

ABC Corporation - May 2005 - September 2015

- Utilized QuickBooks and timeslips for smooth flow of finances in and out, including attorney reimbursements for travel or other expenses for client, including attorney time, paralegal time, travel, filing fees, copy charges, postage, etc.
- Created and set up client billing payment plans, and handle collections for past due accounts, including civil judgments for non-payment.
- Gathered pertinent information, discovery and additional information needed for their case.
- Answered phones, maintained an accurate calendar with hearings, trials, deadlines, depositions, mediations, and client appointments.
- Prepared documents such as representation contracts, purchase agreements, closing statement, deed, and leases.
- Prepared subpoenas, records depositions, a notice of deposition, a notice of examination, and employer subpoena requests.
- Conducted extensive interviews with potential clients, prepared retainers and drafted documents and schedules to file motions.

Office Manager/Paralegal

ABC Corporation - December 1994 - May 2005

- Worked effectively with attorneys to meet the deadlines by showing excellent decision-making and problem-solving skills and being able to effectively multitask.
- Crafted and executed effective legal research in federal and state arenas involving the administrative procedure, civil procedure, constitutional law, property rights, and environmental matters.
- Formatted and drafted complaints, summons, motions, certifications, notices, etc.
- Executed all tasks relating to federal litigation from case development, traditional filing, e-filing, service of process, calendaring and management through the resolution of matters.
- Created procedural changes that led to system improvements and streamlined processes.
- Performed extensive analytical calculations, including a complete audit of trustee and debtor payments applied to mortgage during life of bankruptcy.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Certification in Law - August 1994(South West Florida Criminal Justice Academy)AA - August 1990(Edison Community College)High School Diploma - August 1987(Estero High School)