

Paralegal Secretary

ROBERT SMITH

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Objective

Seeking a position as an intern or paralegal with a company utilizing exceptional office management skills and brilliant educational background in law to assist in orchestrating a smooth flow of legal operations. Ethics, abilities, of significant benefit in achieving company goals and objectives.

Skills

Microsoft Excel, Access, WordPerfect, QuickBooks PowerPoint Billing And Coding 60 WPM.

Work Experience

Paralegal Secretary

ABC Corporation - April 2014 - February 2015

- Maintains, sorts open logs any incoming calls and mail to staff and attaches correspondence to the case.
- Files and related Materials needed for action.
- Responsible for calendars for an assigned attorney to ensure no scheduling conflicts and to inform the Attorney of the court-imposed deadline.
- Schedules court appearances, assembles documents and exhibits.
- Keeps check on pending cases to court.
- Avoid default in filing pleadings, and maintain court dockets and diaries.
- Accountable for carrying out legal research drafting legal documents, case preparation, investigation.

Paralegal Secretary

Delta Corporation - 2010 - 2014

- Responsible for helping their clients to become naturalized citizens or legal residents.
- Immigration paralegals do many of the tasks that other types of paralegals do including preparing forms, Researching laws related to client matters and collecting documents.
- Maintains, sorts, opens, logs any incoming calls and mail to staff and attaches correspondence to case files and related materials needed for action.
- Responsible for calendars for assigned attorney to ensure no scheduling conflicts and to inform Attorney (s) of court imposed deadlines.
- Schedules court appearances, assembles documents and exhibits.
- Keeps check on pending cases to avoid default in filing pleadings, and maintains court dockets and diaries.
- Visa acquisition (worker and student) to family residence requirements including jus soli (birthright citizenship laws unique to a few countries such as America) laws.

Education

Bachelor's - (keiser university - Fort Lauderdale, FL)