

# ROBERT SMITH

## Paralegal Secretary

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

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.

### CORE COMPETENCIES

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

### PROFESSIONAL EXPERIENCE

#### Paralegal Secretary

**ABC Corporation - April 2014 – February 2015**

##### Key Deliverables:

- 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**

##### Key Deliverables:

- 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.

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### EDUCATION

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