

# ROBERT SMITH

## Paralegal Secretary

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### SUMMARY

Seeks to obtain a position where one can use skills, knowledge, and hardworking ethic to benefit the employer and be of service to others.

### SKILLS

Microsoft Office, Microsoft Word, Juris.

### WORK EXPERIENCE

#### Paralegal Secretary

ABC Corporation - January 1987 – February 2006

- Reported to four paralegals in the litigation field.
- Typed, transcribed confidential letters, memos, deposition abstracts, timesheets, landscaped various reports, and organized pleadings and correspondence files.
- Worked for various attorneys in the field of litigation, trust and estate, tax, corporate, real estate, and patent trademark.
- Duties answered phones, dictation, transcribing letters, memos, typed forms, special reports, and timesheets.
- Maintained various files, organized pleadings index and compilations opened new client files, made hotel and travel arrangements, ordered supplies.
- Kept attorneys updated on current events such as firm meetings, luncheons, practice group meetings, and interviews, xeroxing, and faxing out various documents.
- Transferred to Evening Shift.

#### Paralegal Secretary

Delta Corporation - 1982 – 1987

- answering phones, scheduling appointments, filing, record maintenance.
- Filing, computer filing, phone, fax, copier, organizing, errands, helping clients their documents.
- Striving for educational goals Skills Used Multi-tasking, working in a pleasant environment.
- Answered phone calls, set up consultations, signed for packages, organized files, used computerized customer management system, made follow up .
- Prepared and processed legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements.
- Organized and maintained law libraries, documents, and case files.
- Assisted attorneys in collecting information such as employment, medical, and other records.

### SCHOLASTICS

- Business Administration/Nursing - (Triton College - River Grove, IL)