

ROBERT SMITH

Paralegal Secretary

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Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently, and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

EXPERIENCE

Paralegal Secretary

ABC Corporation - 1987 - 1990

- Researched cases using Lexis Data Base.
- Worked closely with the attorney with drafting memos of law and briefs.
- Meet with clients to go over their issues and why they were filing Bankruptcy.
- Filed chapter 7&13 Bankruptcy Forms with the approval of the attorney.
- Worked closely with the courts to set up calendar dates for cases.
- Handled the attorneys travel arrangements, clients fees, and minutes.
- Handled heavy filing and phones.

Paralegal Secretary

Delta Corporation - 1982 - 1987

- Maintain case files Request medical records and bills and follow up on same Type Medical Chronologies Assemble medical record binders Compose .
- Attorney at Law E.C.M.
- Hooplot, Paramaribo - Suriname).
- Drafted bankruptcy pleadings and assisted in all aspects of document production and review - Assisted in deposition and trial preparation including .
- During my time at Francis, Fentress & Craig, I assisted the clients with all of their Social Security Disability claims.
- Corresponded with each client on a weekly basis and assisted them in obtaining any legal and medical information for their case.
- Used all areas of Microsoft Office on a daily basis.

EDUCATION

- B.S in Business Administration - (Mount Saint Mary College)

SKILLS

Inventory Management, Legal Research, Senior planning, Unix Administration.