

Robert Smith

Paralegal Secretary

PERSONAL STATEMENT

Ambitious, focused administrative medical assistant looking for a challenging position that will allow me to utilize my skills and provide opportunities for growth within the company.

WORK EXPERIENCE

Paralegal Secretary

ABC Corporation - February 2012 - March 2012

Responsibilities:

- Filing and Prepared Legal Documents.
- Organize and prioritize workload.
- Electronically file documents.
- Proof documents and submit them to the boss.
- Coordinate and schedule telephone conferences.
- Composed and revised documents, including letters and tax documents.
- Photocopied all correspondence, documents, and other printed material.

Paralegal Secretary

Delta Corporation - 2010 - 2012

Responsibilities:

- Maintained court docket, managed office and ordered all supplies.
- Perform secretarial duties using legal terminology, procedures, and documents.
- Prepare legal documentation and correspondence, such as deeds, mortgages, complaints, motions, and subpoenas.
- Also assisted with loan closings as it related to residential and commercial property.
- Created and filled documents with court systems, and met with clients with aide of attorney.
- LaGrange, IL Generating immigration letters to INS for green card applications and renewals Generating letters to other government entities on behalf .
- Multi phone, heavy office traffic, client case maintenance, and light computer work.

Education

Medical Billing and Coding - (Washington High School)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, Exel,
PowerPoint, Photoshop.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)