

Objective

Have experience in administrative, secretarial, retail, customer service, marketing, social work, and receptionist duties. Computer proficient and can type up to 65 WPM.

Skills

Bilingual In Spanish.

Work Experience

Paralegal Secretary

ABC Corporation - July 2011 – January 2012

- Translate classified information for lawyers to Spanish-speaking clients and potential clients in-person and by phone.
- Monitor correspondence via telephone, email, and mail to clients and medical providers on pre-litigation files.
- Scan, copy, and fax important documents for client files.
- Maintain and monitor a large volume of pre-litigation files in a timely manner.
- Maintain daily calendar and diaries for firms and lawyers.
- Multi-task accurate and immediate client services in a fast-paced environment.
- Train and educate new employees regarding office duties, file monitoring, and software usage.

Paralegal Secretary

Delta Corporation - 2007 – 2011

- 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.
- Talked to clients, set-up appointments, alphabetized all client files (active and non-active), answered the telephone in a professional and business .
- Was a key holder.
- Working for SMS, I was the primary secretary for all 7 of the paralegals in our medical and personal liability firm.

Education

BA in Communication - 2008(UIC Chicago - Chicago, IL)