

ROBERT SMITH

Paralegal Secretary

info@qwikresume.com | <https://Qwikresume.com>

Having several years of experience as a Lead Manager, sales experience, working happily with the elderly, and enjoying life.

AUGUST 2004 - JULY 2006

PARALEGAL SECRETARY - ABC CORPORATION

- Created and filled documents with court systems, and met with clients with an aide of attorney.
- Answering incoming and outgoing calls, arranging for the delivery of legal paperwork, responsible for collecting the bills and medical records.
- Typing legal documents.
- Answering phones, and Scheduling Appointments and court dates, and Client Billing Filing case files.
- Perform legal and factual research.
- Filing and Prepared Legal Documents.
- Provided support to four high-volume paralegals, including producing correspondence and legal documents and tracking docket deadlines.

2002 - 2004

PARALEGAL SECRETARY - DELTA CORPORATION

- Created and filled documents with court systems, and met with clients with aide of attorney.
- Answering incoming and outgoing calls, arranging for the delivery of legal paperwork, responsible for collecting the bills and medical records of .
- Typing legal documents Answering phones Scheduling Appointments and court dates Client Billing Filing case files Perform legal and factual research .
- Duties and Skills -Filing and Prepared Legal Documents.
- Provided support to four high-volume paralegals, including producing correspondence and legal documents and tracking docket deadlines.
- Maintained domestic and foreign patent and trademark case files.
- Filed documents with the USPTO, including the electronic filing of patent applications.

EDUCATION

Attending in Elementary Childhood Education - 2015(Liberty University - Lynchburg, VA)

SKILLS

Computer , Teaching, Communication.