

ROBERT SMITH

Paralegal Secretary

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Looking to obtain a position in an established company that would both challenge and utilize organizational and professional experience.

CORE COMPETENCIES

Customer Service, Windows Xp, Windows, Marketing.

PROFESSIONAL EXPERIENCE

Paralegal Secretary

ABC Corporation - February 2007 – June 2010

Key Deliverables:

- Maintained domestic and foreign patent and trademark case files.
- Filed documents with the USPTO, including the electronic filing of patent applications.
- Drafted and typed grammatically correct office memos.
- Processed and distributed invoices to bill clients.
- Ran the day-to-day operations of the office.
- Answered phones, accommodated attorneys for any and all specific needs throughout the night.
- Assisted as backup supervisor, assigned 2nd shift secretaries and proofreader to evening assignments.

Paralegal Secretary

Delta Corporation - 2005 – 2007

Key Deliverables:

- Began my apprenticeship.
- Worked as a substitute Paralegal Secretary wishing to further to a Paralegal.
- Reached my goal and stayed employed till a hardship hit my family overseas.
- Drafted and typed grammatically correct office memos.
- Processed and distributed invoices to bill clients.
- Ran the day-to-day operations of the office.
- Answered phones, accommodated attorneys for any and all specific needs throughout the night.

EDUCATION

A.A. in Legal Secretarial - (Prince George's Community College)

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2259 Oak Street, Old Forge, New York, 13420

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