

Robert Smith

Paralegal Secretary

CONTACT DETAILS

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

PERSONAL STATEMENT

Highly motivated, results-oriented, self-starter prepared to make an immediate impact. Able to manage time effectively, meet project deadlines, and work independently.

SKILLS

Conflict Resolution,
Fast/Adaptive Learning,
Critical Thinking &
Problem Solving,
Statistical Analysis,
Budgeting.

WORK EXPERIENCE

Paralegal Secretary

ABC Corporation - February 2007 - June 2010

Responsibilities:

- Prepared affidavits or other documents, maintained document files, and filed pleadings with court clerks.
- Gathered and analyzed research data such as statutes, decisions, legal articles, codes, and documents.
- Interview witnesses and administrative duties.
- Perform real-estate law case files, commercial law, & Bankruptcy law.
- Prepares and reviews amendments, leases sublease, or purchases & closing documents to help an attorney with assignments.
- Responsible for helping their clients to become naturalized citizens or legal residents.
- Immigration paralegals do many of the tasks that other types of paralegals do including preparing forms.

LANGUAGES

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

Paralegal Secretary

Delta Corporation - 2005 - 2007

Responsibilities:

- Prepared affidavits or other documents, maintained document files, and filed pleadings with court clerks.
- Gathered and analyzed research data such as statutes, decisions, legal articles, codes, and documents.
- Interview witnesses and administrative duties.
- Perform real-estate law case files, commercial law, & Bankruptcy law.
- Prepares and reviews amendments, leases sublease, or purchases & closing documents to help an attorney with assignments.
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INTERESTS

Climbing
Snowboarding
Cooking
Reading

Education

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

REFERENCES

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