

Robert Smith

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

Paralegal Secretary

SUMMARY

Looking to utilize skills and strengths, accept challenges, be part of a team that will assist in enhancing the quality of people's lives, and assist in leading an organization to reach its fullest potential.

SKILLS

Social Media Management, Talent Acquisition, Content Sourcing, Customer Service, Human Resources, Project Management.

WORK EXPERIENCE

Paralegal Secretary

ABC Corporation - February 2007 - June 2010

- Researching laws related to client matters and collecting documents.
- Maintains, sorts, opens, logs any incoming calls and mail to staff, and attaches correspondence to case files and related materials needed for action.
- Responsible for calendars for an assigned attorney to ensure no scheduling conflicts and to inform Attorney (s) of court-imposed deadlines.
- Schedules court appearances, assembles documents and exhibits.
- Keeps check on pending cases to avoid default in filing pleadings and maintain court dockets and diaries.
- Visa acquisition (worker and student) to family residence requirements including jus soli (birthright citizenship laws unique to a few countries such as America) laws.
- Perform secretarial duties using legal terminology, procedures, and documents.

Paralegal Secretary

Delta Corporation - 2005 - 2007

- Researching laws related to client matters and collecting documents.
- Maintains, sorts, opens, logs any incoming calls and mail to staff, and attaches correspondence to case files and related materials needed for action.
- Responsible for calendars for an assigned attorney to ensure no scheduling conflicts and to inform Attorney (s) of court-imposed deadlines.
- Schedules court appearances, assembles documents and exhibits.
- Keeps check on pending cases to avoid default in filing pleadings and maintain court dockets and diaries.
- Visa acquisition (worker and student) to family residence requirements including jus soli (birthright citizenship laws unique to a few countries such as America) laws.
- Perform secretarial duties using legal terminology, procedures, and documents.

EDUCATION

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