

ROBERT SMITH

Associate Legal Secretary Receptionist I

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

SUMMARY

Over 5 year(s) Administrative experience, ideally in a legal office, Minimum of 5 years administrative experience in a legal office setting performing complex, highly detailed work under deadlines, Extensive experience and expertise using computer software.

CORE COMPETENCIES

MS Word, MS Office.

PROFESSIONAL EXPERIENCE

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ABC Corporation - 2015 – 2020

Key Deliverables:

- Drafted and edited complex documents (redlining, creating tables of contents, internal cross references and hyperlinks).
- Proofread all documents and ensuring that faxes, emails and overnight mail are sent to the correct person and are received
- Handled and coordinated special projects, creating and updating complex and detailed presentations and Excel spreadsheets.
- Communicated in an effective and professional manner with directors and officers of the company, company employees, and customers
- Supported communication needs of group
- Managed contacts, including effectively handling contacts with staff, distributors, industry contacts, customers, and board members
- Scheduled and prepared logistics and materials for meetings and conference calls

Legal Secretary Receptionist

Delta Corporation - 2010 – 2015

Key Deliverables:

- Maintained calendars for individuals and groupPreparing and coordinating travel and related matters (e.g., expense reports).
- Maintained legal billing through Counsellink for payment.
- Ability to create and maintain electronic and hard copy organizational systems.
- Excellent verbal and written communication skills
- Experience coordinating travel plans
- Excellent spelling and grammar skills to ensure accurate proofreading
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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