

Robert Smith

Litigation Legal Assistant

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SUMMARY

To obtain a Paralegal/Legal Assistant position within an established law firm or corporate legal department.

SKILLS

Clerk, Supervisor, Legal Analyst.

WORK EXPERIENCE

Litigation Legal Assistant

ABC Corporation - August 1993 – June 1995

- Assisted attorneys in discovery and trial preparation.
- Analyzed statistical data in support of various advocacy documents.
- Summarized deposition and court transcripts.
- Conducted court opinion searches using Lexis and Westlaw computer services.
- Performed legal research, including cite-checking and blue-booked legal briefs.
- Supervised office personnel throughout major international securities litigation.
- Directed document production and case organization.

Litigation Legal Assistant

ABC Corporation - 1991 – 1993

- Provided legal support to real estate litigation department.
- Simultaneously coordinated a minimum of 130 active civil litigation cases, including calendar for department.
- Supervised court filings for clients, often coordinating a team of several employees to ensure timely and accurate filings.
- Prepared case updates and monthly updates.
- Provided necessary assistance to accounting department to collect on unpaid invoices.
- Provided support and training to secretarial staff and new associates in filing procedures, computer applications and court requirements.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor of Arts - (State University of New York, College at Oneonta)