

# Litigation Secretary

# ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

## Objective

Semi-retired and would like to continue working in the legal field. Professional and organized with an in-depth knowledge of legal terminology and principles, office computer skills.

## Skills

Analytical Skills, Organized.

## Work Experience

### Litigation Secretary

**ABC Corporation** - August 2011 - March 2015

- Prepared and formatted correspondence, pleadings, discovery and memos, trial, and hearing binders.
- Prepared and uploaded documents for filing in ECF.
- Uploaded documents into a file management system.
- Ordered patent histories from USPTO website.
- Performed administrative functions including itemizing expense reports, time entry input into Elite.
- Scheduled meetings and travel arrangements.
- Performed secretarial duties for partners and associates as needed.

### Litigation Secretary

**ABC Corporation** - 2009 - 2011

- Assisted a Partner, a Senior Attorney and two Associate Attorneys of a very large and highly esteemed international law firm where I worked in the IP Litigation, Privacy, Security and Information Management, and Dispute Resolution Practice Departments.
- Conducted court filings with the United States District Court in multiple districts, and Superior Courts in various counties throughout the State of California.
- Managed communications with the firm docketing department and tracked time deadlines.
- Proofread, scanned documents, and worked with track changes in Word, as well as preparing engagement letters with new clients and experts on large case; conducted conflict checks of potential new clients or experts on matters.
- Assisted in making travel arrangements for attorneys I supported as well as assisting the Board Treasurer of the San Diego Intellectual Property Law Association in event planning and tracking payments of members and updating databases regarding memberships.
- Communicating with the IP Litigation Community and personally attending events to coordinate the smooth function of events I assisted in implementing.
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

Business Management - (University of Phoenix)