

Executive Legal Assistant

ROBERT SMITH

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Alabama.

Objective

Demonstrated history of working in the legal services industry as well as the Corporate Sector. Skilled in the drafting and finalising of various legal documents, primarily business agreements.

Skills

Advanced Computer, Using MsOffice Salesforce.

Work Experience

Executive Legal Assistant

ABC Corporation - July 2001 - May 2003

- Managed and organized all aspects of corporate and based legal transactions.
- Coordinated document flow and logistical preparations.
- Produced legal documents such as briefs, pleadings, appeals, and contracts.
- Organized and maintained law libraries, documents and case files.
- Developed a working relationship with courts, clients, and attorneys.
- Analyzed client balance sheets for auditing purposes.
- Assisted attorneys with all legal matters.

Executive Legal Assistant

Delta Corporation - 1998 - 2001

- Maintained various administrative lists through excel Created and Organized client files Created documents using Micro-Soft Word and Excel Updated.
- Prepared court documents, signed and stamped Court Management Statements to be sent to court.
- Answering phones and general documents creation and editing for the office, Merged Client information with court paperwork.
- In supported senior attorney and analysts with administrative needs; responsibilities included scheduling of meetings, booking travel, managing.
- Selected as Junior Sailor of the Quarter, first quarter 2005, for outstanding performance and devotion to duty.
- Increased rapport with associated organizations by maintaining outstanding liaisons and coordination, resulting in decreased processing times.
- Saved personnel over \$10,000 in tax preparation fees by processing over 50 customer returns for the 2005 tax season.

Education

Fashion Design and Merchandising - 2001(Academy of Art College - San Francisco, CA)