

ROBERT SMITH

Litigation Secretary III

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SUMMARY

Able to obtain hands on experience in using the Quick book accounting system working with numbers.

CORE COMPETENCIES

Legal Solutions, Wave Pedal Transcription.

PROFESSIONAL EXPERIENCE

Litigation Secretary III

ABC Corporation - November 2012 – October 2014

Key Deliverables:

- Served documents by mail, personal and overnight service.
- Scanned and saved documents to iManage, Draft general correspondence.
- Prepared motions, briefs, and discovery shells.
- Assisted with preparation filing of motions, pleadings, and other legal/court documentation.
- Prepared correspondence and proofread documents.
- Formatted documents using styles, generated TOC/TOA.
- Created discovery shells; prepared trial binders, maintained files.

Litigation Secretary

ABC Corporation - April 1997 – September 2004

Key Deliverables:

- Duties include filings with the State, Federal and Appellate courts.
- Transcribe tapes.
- Prepare motions, discovery documents and briefs.
- Draft general correspondence.
- Coordinated depositions.
- Assist with trial preparation, including preparing witness and exhibit lists.
- Prepare trial and hearing notebooks.

EDUCATION

- Certificate - (Legal Secretary School)