

ROBERT SMITH

Lead Litigation Legal Assistant

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

SUMMARY

Seeking a position where can use extensive knowledge and experience to increase efficiency and improve client relationships.

CORE COMPETENCIES

Legal Clerk, Legal Advisor.

PROFESSIONAL EXPERIENCE

Lead Litigation Legal Assistant

ABC Corporation - July 2013 – September 2016

Key Deliverables:

- Responsible for two partners, and two associates.
- Compose, revise correspondence, commercial, corporate and litigation documents.
- Experience and knowledge of the Maryland and District of Columbia court systems.
- File documents, e-file and by mail with the courts.
- Revise and create pleadings for multiple projects.
- Assess and organize document production for multiple projects, Bates stamp.
- Schedule depositions and prepare deposition exhibits, trial preparation.

LITIGATION LEGAL ASSISTANT

ABC Corporation - September 2005 – July 2013

Key Deliverables:

- Responsible for two partners, and one associate.
- Compose, revise correspondence, commercial, corporate and litigation documents.
- Experience and knowledge of the Maryland and District of Columbia court systems.
- File documents, e-file and by mail with the courts.
- Revise and create pleadings for multiple projects.
- Assess and organize document production for multiple projects, Bates stamp.
- Schedule depositions and prepare deposition exhibits, trial preparation.

EDUCATION
