

ROBERT SMITH

Senior Legal Secretary I

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Dedicated Professional seeking to obtain a challenging and responsible position as an Administrative Assistant in a facility where I can apply experience, knowledge, excellent interpersonal skills and education. I display a dedication and determination in all endeavors with diligent attention to detail for optimal end results.

EXPERIENCE

Senior Legal Secretary I

ABC Corporation - SEPTEMBER 2001 - NOVEMBER 2008

- Initially hired as floater secretary for six attorneys before being promoted to senior secretary with working directly for two partners including managing partner.
- Transcribed all dictation and successfully coordinate up to 26 files per day.
- Activities included drafting correspondence, transcribing letters/pleadings, calendaring appearances and interfacing with both clients and opposing counsel on variety of issues.
- Supervised work flow of file clerks, entered all new file information into Access database and assemble reports every month for distribution to corporate office.
- Scheduled depositions, medical appointments and worked with opposing counsel and co-defendants on all aspects of subrogation files.
- Consistently exceeded expectations by delivering assigned projects within 24 hours despite an accepted 5-day turnaround time.
- Successfully coordinated myriad activities without compromising performance.

Senior Legal Secretary

Delta Corporation - 1999 - 2001

- Prepare, composes and type correspondences and other legal documents; Set up and maintained filing system; Monitor phones and screen calls ensuring .
- Senior Legal Secretary - Civil Litigation and Workers Compensation Insurance Defense Scheduled depositions, hearings, CMEs, mediations, conferences .
- Acted as a liaison with experts and clients for appearances and trial preparation Interacted with clients, adjusters and opposing parties Reviewed .
- Senior legal secretary for two attorneys who acted as in-house counsel for Liberty Mutual Insurance Company and filled in for other secretaries on .

- Liaised between the court and claims department.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

- Real Estate License - (Ocean Realty School - Township Of Brick, NJ)

SKILLS

Microsoft Office, Transcription, Stellant, Oracle, RiskMaster, Acrobat, Database Management, Sharepoint, Word, Political Reporting, Abacus, Acrobat, Excel, Human Resources, Recruiting, Word, Business Intelligence, Lucernex.