

# ROBERT SMITH

## Associate/Senior Legal Assistant I

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Experienced administrative professional with excellent organizational, planning, interpersonal and communication skills. Dedicated hard worker with a reputation as a dependable and accountable employee. Intelligent professional with a strong desire to help both clients and colleagues.

**AUGUST 2000 - MAY 2005**

### **ASSOCIATE/SENIOR LEGAL ASSISTANT I - ABC CORPORATION**

- Assisted legal teams with management of litigation databases and electronic discovery issues.
- Managed document collection, document review, document production, document imaging, document coding, electronic discovery conversion, and case room organization for litigations.
- Hired and managed related vendors of litigation services.
- Managed collection of paper and electronic materials at client offices.
- Made preparations for hearings and trial.
- Organized materials and assisted attorneys in court.
- Hired and managed vendors of trial services.

**1995 - 2000**

### **SENIOR LEGAL ASSISTANT - DELTA CORPORATION**

- Drafting, typing and filing initial pleadings, which are then reviewed by an attorney File court documents and draft legal motions for criminal & .
- Healthcare, Litigation, Transactional, Comm.
- Real Estate Supervise staff and maintain office workflow Draft and review legal documents Maintain docket Draft recruitment ads Receive and review .
- Include; legal and documentary research, drafting of legal documents including; Motions, Responses, Discovery & Inspection, Subpoenas, Affidavits and .
- Legal assistant to remote solo practitioner, as well as, other counsel in an office shared environment Specialized knowledge of Litigation Corporate, .
- Assisted counsel in multiple meetings for the client, including generating PowerPoint presentations and preparing substantial material for same .
- Prepare Certifications of Request for Default, with supporting legal documentation Prepare Legal documentation to be reviewed by attorneys for active .

## **EDUCATION**

Bachelor of Arts in History - (University of Maryland - College Park, MD)

## **SKILLS**

Microsoft Office, Microsoft Word, Microsoft Excel, Best Case, Fluent In Spanish, Fluent In Spanish.