

Robert Smith

Executive Legal Assistant/Executive

PERSONAL STATEMENT

An energetic problem solver and dedicated professional with extensive experience in providing professional and efficient administrative support to senior executives and attorneys in office administration, meeting planning and support.

WORK EXPERIENCE

Executive Legal Assistant/Executive

ABC Corporation - September 2013 - January 2015

Responsibilities:

- Assisted clients with daily concerns, matters, and issues relating to either their cases and billing.
- Managed daily calendars for attorneys.
- Docketed all court dates, discovery deadlines, and reminders.
- Gathered and inputted the Owners time into Abacus Law.
- Implemented and solely maintained a strict collection policy for attorneys fees.
- Prepared motions to withdraw, petitions for fees, memorandums of judgment, wage deduction citations, and citations to discovery assets.
- Completed written and verbal communications to clients, attorneys, and other related parties.

Executive Legal Assistant

Delta Corporation - 2008 - 2013

Responsibilities:

- Provided support to attorneys within firms, as assigned through Robert Half.
- Executive Vice President/Chief Financial Officer Manage calendar; Make travel arrangements; Prepare, edit and mail correspondence.
- Prepared amicus curiae and certiorari briefs, and memoranda for review by the U.S.
- Supreme Court, NLRB, FCC, EPA, SEC and other regulatory agencies on behalf of business and free enterprise; developed motions, interrogatories, .
- Chamber publications, logos and intellectual property; maintained case files; acted as liaison to Business Roundtable and other organizations,.
- Excellent references furnished upon request.
- Responsible for managing and maintaining executives complex calendars, scheduled appointments with busy executives overseeing companies; Performed.

Education

Associate of Applied Science in Real Estate Agent - (Kankakee Community College - Kankakee, IL)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

MS Office Suite. MS
Excel.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)