

ROBERT SMITH

Associate Senior Legal Secretary I

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

SUMMARY

Handled all legal documentation and calendaring and heavy typing of contracts and proposals, Assisted attorneys in collecting information such as employment, medical, and other records. Prepared and distributed invoices to bill clients or pay account expenses.

CORE COMPETENCIES

Microsoft Office, Notary Public.

PROFESSIONAL EXPERIENCE

Associate Senior Legal Secretary I

ABC Corporation - February 1999 – March 2004

Key Deliverables:

- Assisted shareholder in labor and employment litigation and two litigation associates.
- Included heavy transcription; entering billing time entries; creating and revising pleadings; preparing expense reports; liaison between billing partner and other attorneys regarding proper billing procedures.
- Assisted Managing Partner specializing in labor and employment law - litigation department.
- Included creating and revising pleadings, e-filing, managing petty cash account; organizing office events; corresponding with the Washington, DC office regarding human resources issues; reviewing attorneys expense reports for accuracy and heavy transcription.
- Assisted shareholder and co-counsel specializing in business and finance.
- Included submitting filings to the SEC; reviewing monthly client billing reports for accuracy; coordinating time and expense report transfers.
- Responded to client concerns; scheduling meetings and coordinating travel.

Senior Legal Secretary

Delta Corporation - 1994 – 1999

Key Deliverables:

- Supported two Senior Counsels practicing in Commercial Credit, Bankruptcy/Workouts and Real Estate law, as well as Deputy General Counsel and Legal .
- Sorted and distributed mail, maintained files, prepared reports, and provided reception coverage.
- Negotiated catering costs with outside vendors to ensure consistent budget compliance.

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- Voluntarily registered thousands of runners and volunteers annually for Heart of the City 5K Run hosted by Union Bank.
- Provided legal secretarial support for a cluster (4-12) attorneys in various practices of law.
- Organized files & filing Scheduled meetings Processed invoices for payment Received Exceeds Standards in all my annual evaluations.
- Worked closely with attorneys in preparing the legal documents, managed their case loads, responded to correspondence in a timely manner, answered .

EDUCATION

BA In English - (Community College Of Philadelphia - Philadelphia, PA)

