

# ROBERT SMITH

## Assistant Senior Legal Secretary

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As a military spouse and mother, having to relocate multiple times, determination and adaptability are characteristics that best describe me.

### **JANUARY 2013 - 2020**

#### **ASSISTANT SENIOR LEGAL SECRETARY - VENTURA LAW ASSOCIATES**

- Handled criminal cases, domestic cases, court appointed cases and Guardian ad litem cases for two attorneys Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system.
- Prepared for trial by performing tasks such as organizing exhibits.
- Prepared legal documents, including briefs, pleadings, appeals and wills.
- Filed pleadings with court clerk.
- Directed and coordinated law office activity, including delivery of subpoenas.
- Prepared and processed legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements.
- Scheduled and make appointments.

### **2012 - 2013**

#### **SENIOR LEGAL SECRETARY - DELTA CORPORATION**

- Duties included preparation of all legal documents for Court filings, Probate, Estate Planning, Corporate Law, Tax Law and oversaw office management .
- Telephone (918) 494-5905.
- Legal secretary to Partner, Steven K.
- Deutsch, Esq.; personal injury case management from intake to settlement/verdict including, but not limited to intake; file setup; completion of PIP .
- Litigation departments, divorces, criminal, family law and company laws Taking dictation and typing defense outline Took minutes during meetings Debt .
- supporting Founding Partners and Directors of the firm.
- This is Dummy Description data, Replace with job description relevant to your current role.

## **EDUCATION**

Criminal Justice - 2014(University of Phoenix)

## **SKILLS**

Microsoft Office, Typing, Customer Service, Legal Terminology, Secretarial, Organizational .