

ROBERT SMITH

Senior Legal Assistant III

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

SUMMARY

To secure a position that will allow to contribute to company growth and profitability and where will be able to integrate my in-house real estate paralegal experience, analytical abilities, interpersonal communication skills.

CORE COMPETENCIES

Microsoft Word, Microsoft Outlook, Elite Webview, Odyssey File And Serve, Typing 95+ WPM.

PROFESSIONAL EXPERIENCE

Senior Legal Assistant III

ABC Corporation - August 2008 – July 2010

Key Deliverables:

- Provided legal and office support to General Counsel and Deputy General Counsel in Corporate Affairs Legal department.
- Spearheaded creation of new filing system and online document sharing.
- Assisted in the handling of major transactions, doing research and gathering of documents, corporate governance/SEC issues, and commercial litigation.
- Assisted with board resolution and committee related matters, as well as various treasury matters.
- Made domestic and international travel arrangements and formulated itineraries.
- Prepared and submitted travel and expense reports using PeopleSoft.
- Handled corporate jet and car service requests.

Senior Legal Assistant

Delta Corporation - 2004 – 2008

Key Deliverables:

- Assisted attorneys with real estate transactions, including acquisition/dispositions commercial retail leases and amendments.
- Created and drafted various documents required for rent commencement or real estate purchase agreements, including leases, declarations, title .
- Worked with outside software firm to develop, train and implement interoffice workplace management system.
- Prepare legal documents and assist with filing in the USPTO (patent and trademark) Correspond with clients and foreign counsel inquiries Draft client .
- Prepare legal documents and assist with filing in the Canadian Intellectual Property Office Draft client and foreign counsel letters under attorney .
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

- Organizational Leadership in Organizational Management - (Nyack College, Nyack, NY May - Nyack, NY)