

ROBERT SMITH

Executive Legal Assistant III

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To obtain a challenging Executive Legal Assistant position, which will provide opportunities for career advancement while serving others.

EXPERIENCE

Executive Legal Assistant III

Funk & Bolton, P.A - APRIL 2005 - 2020

- Scheduled meetings, conferences, and depositions.
- Composed and drafts various correspondences for attorneys.
- Organized and track files of all important case documents and make them available and easily accessible to attorneys.
- Prepared expense reports.
- Answered, screen and directs telephone calls to appropriate parties.
- Prepared expense vouchers, track travel expenses, and outside counsel expenses.
- Performed general office procedures in the everyday running of a legal office.

Executive Legal Assistant

Delta Corporation - 2004 - 2005

- provide high level secretarial and administrative support to three senior partners; draft and manage correspondence; process range of standard legal.
- Administrative support and assistance to an attorney and executive staff, Receptionist, scheduling appointments, correspondence, faxing, draft legal.
- Assist in getting files together for Town/Village Board or Plan Commission meetings.
- Assist with agendas, minutes, resolutions and ordinances of over 15 municipalities.
- Prepared legal documents, such as pleadings, discovery, drafting motions, and miscellaneous correspondence.
- Interacted with the Clerks Office and Judicial Assistants.
- All mailings, billing, and marketing.

EDUCATION

- Bachelor of Science in Paralegal Studies - (Peirce College - Philadelphia, PA)

SKILLS

Inventory Management, Sales Support, Project Management.