

ROBERT SMITH

Litigation Secretary I

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SUMMARY

Professional rapport and having open lines of communication with all work are important to create trust and production within an organization.

SKILLS

Relationship Management, Excellent Communication Skills.

WORK EXPERIENCE

Litigation Secretary I

ABC Corporation - 2000 – 2001

- Supported six attorneys from administrative functions to State and Federal and Appellate court filings.
- Prepared pleadings and Judicial Council forms for various counties within Northern and Southern California.
- Researched applicable citations for specific cases. Trained administrative staff new hires.
- Performed secretarial duties for name Partner including the processing of documents related to DHCR matters and implemented tickler system.
- Supervised and maintained all office personnel consisting of secretaries, receptionists, and office services staff.
- Responsible for office bookkeeping duties including payroll, accounts payable, and receivables.
- Developed and implemented office procedures and improved efficiency in all aspects of the business.

Litigation Secretary

ABC Corporation - 1998 – 2000

- supporting the managing partner and various associates in litigation and insurance defense.
- Prepared correspondence, pleadings, discovery, memorandums and PowerPoint presentations, and spreadsheets utilizing Excel.
- Scanned and uploaded documents for court filings in state and federal court including eFiling and appellate briefs.
- Opened files and prepared conflict checks.
- Performed administrative functions including billing and timesheets, scheduled meetings, travel arrangements and calendar updates.
- Prepared hearing binders; trial preparation including trial exhibits, notebooks, exhibit and witness lists, CACI forms.
- Conducted paralegal work including research and trial preparation.

SCHOLASTICS

- MA in Masters in Health Administration - 2011(University of Phoenix - Sacramento, CA)