

Senior Legal Secretary

ROBERT SMITH

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Objective

To obtain a position that will fully utilize experience, knowledge, skills and abilities.

Skills

Typing Speed: 70 Words Per Minute, Proficient In And.

Work Experience

Senior Legal Secretary

Latham & Watkins LLP - November 2007 - 2020

- Supervised eight busy attorneys with their practices.
- Provided day-to-day supervision to subordinate administrative staff; ensure a high performance, customer service-oriented work environment which supports achieving objectives and service expectations; provide leadership and participate in programs and activities that promote a positive office environment.
- Established work procedures and standards to improve efficiency and effectiveness of assigned operations.
- Served as liaison with other Divisions, to accomplish smooth administrative operations.
- Knowledge of agency mission.
- programed, strategic planed, goals and objectives, timeliness and timing of key program events, and milestones.
- Analyzed and organized the flow of work to ensure its expeditious processing.

Senior Legal Secretary

Delta Corporation - 2004 - 2007

- Responsible for providing support for three litigation attorneys.
- All states of litigation and appeals in Cook County Circuit and Federal Courts.
- Developed and prepared correspondence, legal forms and documents Provided support for attorneys - scheduling meetings, agendas, minutes Input data in .
- Compose general legal documents and correspondence in mergers & acquisition and employment law Client contact regarding specific deal terms and .
- Contract) Personal Injury, Medical Malpractice.
- This is Dummy Description data, Replace with job description relevant to your current role.
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Education

Bachelor's in Business - 2012(University of Phoenix - Phoenix, AZ)