

# Robert Smith

## Senior Legal Secretary

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### SUMMARY

To obtain a position utilizing experience, education, and ambition with the opportunity to learn and advance in a team oriented environment.

### SKILLS

Excel, Customer Service, Sales, Word, Advertising, Bilingual, Computer , Data Entry, Employee Relations, Powerpoint, Quickbooks, Records Management, Scheduling, Spanish.

### WORK EXPERIENCE

#### Senior Legal Secretary

ABC Corporation - April 2008 – February 2009

- Consulted with clients on behalf of attorneys, provided attorney of case updates, resolved general issues clients and referred cases to outside counsel and non-profit agencies.
- Assisted in reviewing new case intakes; follow up calls, correspondence and organized intake meetings.
- Scheduled community meetings and prepared legal educational packets for client groups, schools and numerous Politicians and Community Leaders.
- Supervised receptionist and paralegal.
- Problem-solved a wide variety of issues including but not limited to coverage, workflow, adherence to Firm policies and procedures and performance related issues.
- Worked with other support departments to assess and resolve office issues (training, employee records, accounting-invoices, mailroom, etc.).
- Provided legal secretarial support to Midwest Regional Counsel and two staff attorneys.

#### Senior Legal Secretary

Delta Corporation - 2007 – 2008

- Prepared court filings, applications, request for extension of time, statements of use, and specimen pages according to U.S.
- Patent and Trademark Office specifications for filing Typed correspondence, briefs, responses and interrogatories via Dictaphone Maintained calendar .
- Spearheaded communications between partners clients and firms accounting department to implement new and/or revised billing procedures, this .
- Developed and maintained Excel worksheets of partners complex monthly billing that ranged \$350,000 to \$500,000.
- Arranged travel and meetings for attorneys as well as other members of the practice group (20+).
- Draft and transcribe title opinions and other oil and gas legal documents for large corporations Produce subject land legal descriptions Provide .
- Managed over 2200 cases by establishing and maintaining client/attorney communication, scheduling depositions and medical appointments, and .

### EDUCATION

BS- (Aspiring Attorney Law School)