

Objective

To obtain a challenging position, advancing career within the legal field, while utilizing clerical and organizational skills. Personal Disciplined and well organized in work habits with ability to function.

Skills

Microsoft Word, Leadership, Good communication skills.

Work Experience

Docket Clerk/Executive

ABC Corporation - August 2008 – November 2011

- Responsible for upkeep of daily, weekly, and monthly intellectual property docket of all deadlines and due dates for 1 Partner, 5 Patent Attorneys .
- Responsible for maintaining large database of daily incoming/outgoing mail log and CPI data management software .
- Scheduled and sat in on Judicial Hearings for three dockets on all juvenile cases.
- Distributed orders and other documents.
- Entered pertinent information into the computer system.
- Prepared packet information on Informal Adjustment cases.
- Checked information pertinent to cases for accuracy.

Docket Clerk

Delta Corporation - 2003 – 2008

- Created and maintained "Chinese" walls for conflict issues Supported litigation attorneys with trial preparation.
- Data Entry, Mail, Customer Service,.
- Senior Case Openings Clerk Delegate Cases to Co-workers to meet deadline goals Perform summary entries of orders, motions, judgments on the docket .
- Served and filed court papers electronically and manually.
- Reviewed court document for compliance Timely and appropriately entered court papers .
- Responsible for Monthly Report Responsible for incoming mail and filing Inmates correspondence Train paralegals, attorneys, and support staff the .
- Organizing Docketing Reports, Preparation of Pleadings, Motions, and General Correspondence, Extensive Telephone Contact with Courts and Attorneys .

Education

Diploma - (Groveton High School - Alexandria, VA)