

Robert Smith

Senior Legal Assistant/Executive

PERSONAL STATEMENT

Docketing and Deadlines Business Writing Legal Research File Organization
Templates and Reports Court Records Corporate Records Notary Contracts.

WORK EXPERIENCE

Senior Legal Assistant/Executive

Global OLED Technology LLC - July 2012 - 2020

Responsibilities:

- Corresponded with domestic and foreign counsel with respect to patent prosecution and other matters.
- Prepared and submitted patent prosecution documents, transmittals, IDS and new applications via EFS Web.
- Provided relevant documents to the team (e.g., US and foreign patents/applications and prior art).
- Performed legal and non-legal research.
- Prepared daily, monthly, quarterly summary reports.
- Maintained and filed physical documents.
- Supported Executives with all administrative and office management tasks.

Senior Legal Assistant

Delta Corporation - 2007 - 2012

Responsibilities:

- Managed DC office litigation cases and legal assistants.
- Assisted with trials and hearings at federal courts and regulatory agencies.
- Probate Wills and submitted to Surrogate Court.
- Ordered Title Searches, Engineering Reports, Inspections prior to closing real estate sales.
- Generated Contacts, Deeds, Affidavits and all necessary supporting documents for real estate sales.
- Assist four partners, three attorneys and six paralegals with any administrative needs In charge of marketing to attract new clients to our firm Send,.
- Assisted with immigration cases, including family-based petitions, employment-based petitions, consular process cases, deferred action status, and .

Education

B.S. in Communications - (Drexel University - Philadelphia, PA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Work effectively with clients. Able to identify needs,.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)