

ROBERT SMITH

Litigation Secretary/Representative

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Detail oriented, reliable and able to work well under pressure and deadlines. Proficient in various software programs, including Microsoft Word, Outlook, Legal Solutions, NetDocs.

EXPERIENCE

Litigation Secretary/Representative

ABC Corporation - JUNE 2008 - APRIL 2015

- Supported shareholders and three associates, including time entry, monthly billing, arranging travel, scheduling conferences.
- Prepared PowerPoint presentations and expenditure reports for travel and other expenses.
- Finalized legal pleadings and correspondence for accuracy and format.
- Prepared pleadings, briefs, and exhibits for filing or e-filing in all courts.
- Prepared position statements and exhibits to be filed with administrative agencies.
- Prepared initial drafts of simple pleadings for attorneys review.
- Maintained filing system in paper and through our document management system.

Litigation Secretary

ABC Corporation - 2007 - 2008

- My responsibility was to provide administrative support within the litigation department of an Intellectual Property Firm.
- Specifically, I supported multiple associate attorneys with preparation of various forms of client communications, either by means of tape transcription and/or handwritten notes; assisted with the preparation and editing of various pleadings to be filed in designated courts, as well as, motions, orders, as well as, expert reports, opinions and various other litigation documents.
- Was also tasked with reviewing incoming and outgoing electronic communications and then forwarding the to the appropriate team members.
- Routinely prepared/entered monthly client billing for attorney review and approval.
- In addition to my responsibilities to the litigation department, I routinely provide assistance, on an as needed basis, to our Trademarks department.
- Within the trademarks department, I assisted with the preparation of documents for electronic filings and various other letters such as

Requests for Extensions of Time, Statements of Use, Recordal Assignments and Office Actions.

- When needed, I also electronically filed new trademark applications.

EDUCATION

- Legal Studies - (University of Maryland University College)

SKILLS

Technical Skills, Management.