

Robert Smith

Sr. Legal Secretary Receptionist

PERSONAL STATEMENT

Coordinates activities in the area of assignment by maintaining calendars, scheduling attorney/client meetings or meetings between staff and other groups or organizations, arranging for necessary materials to be available at meetings and arranging business travel for management and professional staff to ensure smooth, efficient operations.

WORK EXPERIENCE

Sr. Legal Secretary Receptionist

ABC Corporation - 2015 - 2020

Responsibilities:

- Receives and/or requests discovery and processes information by copying reports, police tapes, photos, etc., requesting further needed information and documenting all actions in order to assist attorneys in case preparation.
- Logs reports from various agencies by entering information into the computer; searches for prior offenses; organizes information; forwards information to appropriate parties and follows up, as needed.
- Composes and types letters, memoranda and basic reports, utilizing word processing software; reviews drafts for punctuation, spelling and grammar and suggests/makes corrections to drafts; arranges for, or copies, distributes and files same to ensure smooth, efficient operations.
- Organizes and carries out secretarial/support assignments; researches, compiles and organizes information and data from various sources on a variety of specialized topics related to assigned area; assists in a variety of division operations; performs special projects and assignments as requested.
- Serves as initial contact/resource person for the area of assignment by screening calls, visitors and mail; responds to complaints and requests for information and assistance from the public, County staff and others by interpreting/explaining regulations, procedures, policies, systems, rules.
- Researches and gathers information to provide accurate answers and information; refers more technical questions or issues to appropriate legal staff; ensures follow up to unanswered inquiries.
- Operates a variety of modern office equipment including copiers, computers and related software, word processors, tape recorders, duplicators and printers.

Legal Secretary Receptionist

Delta Corporation - 2010 - 2015

Responsibilities:

- Determined nature of calls and directed caller to the appropriate attorney or paralegal.
- Greeted visitors and clients to the firm.
- Drafted detailed messages from callers.

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CONTACT DETAILS

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SKILLS

Legal knowledge,
Computer competencies.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

- Distributed mail and messages to staff.
- Provided secretarial support to attorneys and paralegals including, but not limited to, typing letters, memos and other correspondences.
- Scheduled calendar events and booked conference rooms.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

BS