

# ROBERT SMITH

## Executive Legal Assistant I

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Executive Legal Assistant who is skilled at multi-tasking and maintaining a strong attention to detail, employs professionalism and superior communication skills to meet client and company needs.

**1991 - 2000**

### **EXECUTIVE LEGAL ASSISTANT I - ABC CORPORATION**

- Worked directly with the President, Vice President and Attorney in composing and typing routine letters of correspondence directly related to the purchase of companies and properties.
- Trained new employees on office equipment and job duties.
- Directed incoming calls to appropriate staff members.
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Handled all media and public relations inquiries.
- Served as central point of contact for all outside vendors needing to gain access to the building.
- Planned meetings and prepared conference rooms.

**2008 - 2012**

### **EXECUTIVE LEGAL ASSISTANT - DELTA CORPORATION**

- Executive Legal Assistant to Two Matrimonial Partners and Two Matrimonial Associates.
- Administrative duties include heavy client contact and interaction, an initial meeting with clients before an actual meeting with assigned counsel.
- Additional duties include preparation of divorce documents for submission, Note of Issue, Plaintiffs Affidavits, Attorney Affirmations, Stipulations.
- File uncontested matrimonial actions within the various courts, reviewed settlement and inquest transcripts.
- Assisted General Counsel and Senior Vice President in Corporate Law.
- Primary job functions Prepared all contracts with customers and personnel Scheduled and coordinated appointments, travel arrangements.
- Provided executive and administrative support to a Senior Partner and Associates Accurately managed several busy calendars on a day-to-day basis.

## **EDUCATION**

Associates of Science - (The Academy for Court Reporting - Southfield, MI)

## **SKILLS**

Microsoft Excel, Microsoft Excel, WordPerfect, Microsoft Word, PowerPoint, STAC System, Practice Master, Westlaw, LexisNexis.