

# ROBERT SMITH

## Sr. Docket Clerk

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

A conscientious organized self-starter, detail-oriented, who is able to strategize and prioritize effectively, ability to accomplish multiple tasks both independently and in a team environment.

### CORE COMPETENCIES

Bilingual, Computer , Data Entry, Documentation, Office, Assistant, Receptionist.

### PROFESSIONAL EXPERIENCE

#### Sr. Docket Clerk

**Abelman, Frayne & Schwab - June 2005 – 2020**

##### Key Deliverables:

- Typed and prepared various documents for the court among other clerical duties.
- Handled Incoming mail All pleadings and service returns should be entered accurately and affixed in the proper file before the next scheduled court .
- Prepared Court Docket Courts docket emailed to all bulk filers 7 days prior to court date.
- Assisted with opening and closing client matters.
- Ordered medical records, bills, police and fire department reports.
- Docketed all patent prosecution office actions and reported to the attorneys.
- Managed recurring and special messenger trips, sorted and arranged material for appropriate filing.

#### Docket Clerk

**Delta Corporation - 2003 – 2005**

##### Key Deliverables:

- Prepare show causes for local courts Post and request payments using JST programming File and record garnishment answers Process any garnishment .
- Hired permanently from temporary employment beginning in March 2008.
- Processed all trademark correspondence and docketed appropriate dates accordingly Multi-docketed in both manual dockets consisting of Microsoft Excel .
- Legal E Staffing (Contract Employee) Generate and distribute daily docket reports to appropriate staff Generate and distribute weekly docket reports .
- Docketed formalities received from the USPTO Prepared end filings bound for the USPTO Prepared and sent client reminder letters Logged, distributed .
- Managed docketing software for the calendaring of attorney cases Conducted online case searches using a variety of software Traveled to Federal and .
- Conducted on-line case searches using a variety of software.

### EDUCATION

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- Job Readiness Training - 2002(Strive/East Harlem Employment Services - New York, NY)