

Robert Smith

Asst. Litigation Secretary

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

Extensive experience in insurance defense and state- and federal-based civil litigation process, from pre-litigation to post-trial procedures.

SKILLS

Management, Technical Skills.

WORK EXPERIENCE

Asst. Litigation Secretary

ABC Corporation - 1999 - 2000

- Drafted pleadings, discovery documents, and internal memoranda.
- Transcribed from shorthand notes and Dictaphone tapes.
- Prepared attorney timesheets and expense files. Logistically handled extensive travel arrangements.
- Efficiently maintained attorneys calendars and coordinated meetings.
- Prepared and processed legal documents, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements.
- Organized and maintained documents, and case files.
- Assisted attorneys in collecting information such as employment, medical, and other records.

Litigation Secretary

ABC Corporation - 1997 - 1999

- Litigation Secretary with strong work ethic support in a small law office environment.
- Self-motivated litigation support of ad valorem tax loan lawsuits, banking litigation and various real estate and debt collection issues.
- Trial preparation and docket management in state, federal and bankruptcy court cases.
- including drafting discovery, E-filing and independent problem solving.
- Prioritize and manage multiple administrative and personal responsibilities efficiently and accurately with commitment to superior attorney service.
- Resourceful team member lending support to administrative staff.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Master of Science in Education - (LONG ISLAND UNIVERSITY - Brooklyn, NY)