

ROBERT SMITH

Senior Legal Secretary III

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

SUMMARY

Serves as the lead administrative assistant within the Area Law Office; ensures full office coverage, coordinates across, multiple locations, and arranges office budgeting and supply orders. Provides guidance and training to other administrate.

CORE COMPETENCIES

Drafting discovery, preparing pleadings, legal research,.

PROFESSIONAL EXPERIENCE

Senior Legal Secretary III

ABC Corporation - January 1995 – March 1998

Key Deliverables:

- Assisted consumers with resolving complaints against businesses.
- Conducted investigations/mediations between consumers and businesses as well as Landlord/Tenant complaints.
- Investigations involved interviewing consumers, witnesses, businesses, landlord and tenants and collecting evidence to determine the validity of the complaint.
- Received approximately 25 to 30 consumer complaints per day via telephone and walk-in.
- Researched laws within the Delaware Code and Federal statutes within the scope of Consumer Protection.
- Participated in interview process and new hire orientation and training. Direct.
- Supported to a maximum of 5 attorneys during a six-month period; with a minimum of three attorneys at any given time.

Senior Legal Secretary

Delta Corporation - 1991 – 1995

Key Deliverables:

- Superior Court/Administrative) Assigned to the Chief Assistant Public Defender in Kent County.
- Interview and determine if Defendants are eligible for assistance in accordance with the financial eligibility guidelines.
- Clerical duties performed in a professional manner.
- Assist Attorney in the appeal process to be filed in the DE Supreme Court.
- Setting Up Medical Appointments AMEs, QMEs and Panel QMEs, Setting Up Depositions, Travel Arrangements, Proof Reading/Editing, E-filing in EAMs, .
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

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- certificate in Certified Nursing Assistant - (Poly Tech Adult Education - Woodside, DE)