

ROBERT SMITH

Jr. Litigation Legal Assistant

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Experienced Legal Assistant in search for a challenging legal secretarial position, utilizing exceptional legal and secretarial skills, in an environment conducive to mutual growth and development.

JUNE 2008 - FEBRUARY 2009

JR. LITIGATION LEGAL ASSISTANT - ABC CORPORATION

- Supported a Litigation Partner, Labor & Employment Partner, and Litigation Associate.
- Prepared, edited and finalized legal pleadings for filing on the Local and Federal level.
- Submit legal filings both with court runners and electronically (ECF system).
- Maintained dockets/calendars for all three attorneys.
- Researched case status with on-line docket systems.
- Prepared and converted documents to PDF documents for preparation for filing with the courts.
- Organized and processed monthly client billing.

2004 - 2008

LITIGATION LEGAL ASSISTANT - ABC CORPORATION

- Provided legal support to real estate trial department.
- Responsible for reviewing the trial orders for deadlines and necessary service compliance and arranging lender witness and exhibits requests.
- Reported trial results to clients and updated all necessary vendor systems.
- Provided training to new employees.
- Created and maintained procedures for specific job functions within the trial department.
- Provided coverage to other departments, along with any special projects, when necessary..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Certification in ABA - (David Myer College)

SKILLS

Typing: 75 wpm, Microsoft Office 2010, WordPerfect,.