

ROBERT SMITH

Sr. Executive Legal Assistant

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

SUMMARY

Executive Legal Assistant within a company that offers the challenges of professional advancement while building longevity. Incorporate a blend of corporate legal work and litigation in field of work.

CORE COMPETENCIES

Microsoft Word, Microsoft Excel, Microsoft Outlook.

PROFESSIONAL EXPERIENCE

Sr. Executive Legal Assistant

ABC Corporation - April 2007 – April 2007

Key Deliverables:

- Saved the company thousands of dollars researching, negotiating and transferring the registered agents to another company.
- Compiled and maintained paperless files for new agencies including a producer agreement, W-9, licenses, and E&O information.
- Completed and executed all marketing agreements brought in by our producers.
- Ordered all office supplies.
- Maintained relationships with all vendors.
- Handled all incoming and outgoing mail.
- Met and greeted incoming visitors.

Executive Legal Assistant

Delta Corporation - 2002 – 2007

Key Deliverables:

- Working with two partners and one of counsel.
- Practice areas included Government Relations, Real Estate, and Corporate law.
- Responsible for all administrative and secretarial duties; Coordinating meetings with Senate and Congressional staff;.
- Preparation of commercial real estate documents associated with leading banking clients; travel arrangements (domestic and international).
- Consumer Lending - HSBC North America.
- Formerly Goldstein & Avrutine) \$ Assist Partner with the preparation of various zoning applications including extensive communications between.
- Supported one Partner and two Associates in the Business Practice Group.

EDUCATION

- Associates in Business - (Lander University - Greenwood, SC)