

ROBERT SMITH

Litigation Secretary/Executive

info@qwikresume.com | <https://Qwikresume.com>

Secure a professional position in Events where there is potential for upward mobility and career growth and where training and experience will be of value and fully utilized.

OCTOBER 1993 - MARCH 2004

LITIGATION SECRETARY/EXECUTIVE - ABC CORPORATION

- Performed secretarial duties for three attorneys such as transmittal emails, letters, and other communications.
- Scheduled appointments for clients, office meetings, and travel arrangements.
- Opened new cases, draft engagement letters, compile contact information, file organization, and docket deadlines.
- Assisted in finalizing pleadings and exhibits for electronic court filings, arrange for depositions and court reporters.
- Maintained and organized client cases for pleadings, witnesses, and document production.
- Gathered marketing materials for the securities industry and research via the Internet and other databases.
- Reviewed and finalized billable time for invoicing and follow up with clients/vendors for remittance.

1988 - 1993

LITIGATION SECRETARY - ABC CORPORATION

- Worked for three attorneys in the construction defect litigation group and asbestos section, compiled and filed documents for filing in the Superior Court and District Courts.
- Prepared and served cross-complaint and summons as well as civil cover sheets.
- Filed ex parte motions.
- Obtained hearing dates for discovery and motion for summary judgment in the Alameda Superior court.
- Prepared forms in Legal Solutions.
- Served discovery requests and verified responses to discovery requests.
- Calendared discovery responses and cut-off dates.

EDUCATION

Banking - (Abraham Lincoln High School - Denver, CO)

SKILLS

Office Management, Administrative Support, Legal.