

Senior Legal Assistant

ROBERT SMITH

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Objective

Senior Legal Assistant/Paralegal with extensive experience in state and federal litigation, including all labor and employment law and general litigation. Experienced in supporting senior and managing attorneys. Seeking to be part of legal team practice or corporate legal department.

Skills

Recruiting/Retention, Presentations, Coordination of.

Work Experience

Senior Legal Assistant

ABC Corporation - June 2010 – August 2014

- Associated law firms, including Fears & Nachawati, Baron & Budd, Susman & Godfrey, Law offices of Brian Loncar, Audet & Partners LLP, Panish Shea & Boyle LLP, Milberg LLP, Lockridge Grindal Nauen LLP, Hagens Berman, Parisi & Havens LLP, Strange & Carpenter, Law offices of Scott Kamber, Gregory Johnson PC, Alan Himmelfarb, and Ostott & Jameson.
- Coordinated office functions daily including client case management, monitor billing and accounts payable and receivable.
- Supervised administrative and word processing staff.
- Maintained/ordered office supplies; maintain correspondence, reports, spreadsheets, calendars, emails and client inventory.
- Conducted thorough research of federal and state statutes, using internet and law libraries.
- Applied court opinions, statutes and court rules in writing/preparing legal documents for course of action on complex internet/privacy cases.
- Served as project manager for casework and litigation support.

Senior Legal Assistant

Delta Corporation - 2008 – 2010

- Legal Assistant-Senior Case Technician 3/9/2014 - Present Office of Disability Adjudication and Review (SSA) - Seven Fields, PA - Cynthia Kimicata (.
- Senior legal assistant to large bankruptcy firm, handled all phases of individual bankruptcies, including conferences with clients to determine which .
- dissolution 2007.
- Legal Support for Management Committee Member, Senior Partners and Associates Practice focused on labor and employment law, including support of .
- Heavy client contact, including trouble-shooting client issues with responsible attorneys On-line research of opposing counsel, judges, other .
- This is Dummy Description data, Replace with job description relevant to your current role.
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Education

BS- (El Centro College - Dallas, TX)