

ROBERT SMITH

Jr. Executive Legal Assistant

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Over 3 years experience in the field of legal research, legal support, drafting of minutes, notices. Very good hand on legal title search, vetting of legal documents.

SKILLS

Management, Excel, Shorthand, Event Planning, Accounting, PowerPoint, Word, Adobe.

WORK EXPERIENCE

Jr. Executive Legal Assistant

ABC Corporation - April 1997 – October 2010

- Consisted of correspondence, legal documents, briefs, contracts, and lease agreements.
- Involved solid knowledge of redlining, and foot and endnotes and document compare.
- Researched and generated Excel reports and tables.
- Prepared PowerPoint Presentations for speeches and upcoming seminars, ensuring topics conveyed accurately and professionally.
- Partnered and five attorneys and coincide travel if attorneys traveling together.
- Made luncheon and dinner reservations.
- Tracked contracts from initial drafting through internal review to execution using excel spreadsheets.

Executive Legal Assistant

Delta Corporation - 1992 – 1997

- General Counsel Drafted legal contracts and agreements Conducted and evaluated trademark clearance research results Prepared presentations; .
- Drafting and filing legal pleading in accordance with the NRCP and FRCP.
- Processing and filing Corporations, LLC, Partnerships.
- Preparing trial notebooks, meeting with clients, attending meetings, working on high profile cases and extremely confidential documents for the .
- Executive Legal Assistant for partner, two associates which handled litigation matters in Special District and Employment matters Responsible for .
- Executive Legal Assistant supporting partner Kyle Bachus, and two attorneys with all litigation cases and administrative duties Prepared for trial, .
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- Diploma - (Central Gwinnett High School - Lawrenceville, GA)