

Objective

Experienced with developing community support for programs within a wide spectrum of organizations. Goal-oriented individual with strong leadership capabilities and commitment to serving those in need.

Skills

Type 60 Wpm, Legal clerk.

Work Experience

Litigation Legal Assistant/Clerk

ABC Corporation - November 2003 – May 2011

- Developed and maintained a centralized litigation filing system.
- Coordinated all Litigation Team information sharing and document file management.
- Docketed all deadlines and other dates using a centralized, electronic calendar/docketing system.
- Distributed deadline and hearing ticklers to litigation team as appropriate.
- Distributed all incoming litigation correspondence and documents electronically scanning to centralized document control systems and software.
- Assisted attorneys in organizing document productions/exhibits.
- Scanned, redacted and prepared electronic discovery and filings.

Litigation Legal Assistant

ABC Corporation - 2001 – 2003

- Developed and implemented time-management templates and techniques which resulted in efficient management of complex file materials within Litigation Department.
- Collaborated with associates to research and gather information from Westlaw and Pacer in urgent matters.
- Critical-thinker anticipated foreseeable problems constantly sought positive results to ensure optimistic results for clients and attorneys.
- Proactive coordination of workflow within secretarial and document production services to ensure timely deadlines met with little or no supervision, increasing productivity for the department.
- Provided billable hours for concentrated secretarial and document production tasks performed.
- Identified the need for and developed training manual used by other document production personnel to learn job responsibilities; this was a first of its kind manual within the company..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor of Arts in Business Administration - (University of Indianapolis - Indianapolis, IN)