

# ROBERT SMITH

## Asst. Docket Clerk

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Area of Focus: Legal Field To obtain a position as a team-player in a people-oriented organization where can maximize legal experience in a challenging environment to achieve corporate goals. Summary of Qualifications.

## EXPERIENCE

### Asst. Docket Clerk

#### ABC Corporation - SEPTEMBER 1980 - JANUARY 1987

- Audited internal and external files to confirm data integrity to ensure that there were no adversely affecting factors associated with the files.
- Processed motions requests from courtroom officials for verdicts, complaints, indictments and summonses.
- Coordinated and assisted to complete docketing work overflow for all sections.
- Collated and stapled material as necessary.
- Input information into computer, prepared and filed documents for the courts, and maintained organized documents.
- Prepared and maintained docket sheets.
- Entered information in the dockets in summary form and completed records of all papers filed in the case and all proceedings held in open court.

### Docket Clerk

#### Delta Corporation - 1977 - 1980

- Set dockets for judges.
- Send the courts correspondence and other clerical duties.
- My duties were to file records, communicate with attorneys and general public, send out court notices, and answer telephones.
- Performed research in corporate, bankruptcy, and complex litigation matters using public and private databases to locate, and summarize case .
- Investigation & Recovery My duties were to file records, communicate with attorneys and general public, send out court notices, and answer telephones.
- Human Resource Department tasks include but not limited to Group Insurance Representative, New Hire Representative, Payroll, Timekeeper, assist .
- Process all incoming mail and update several attorneys docket calendar accordingly.

## EDUCATION

- Bachelor Of Science In Business - 1996(University Of Alabama - Tuscaloosa, AL)

## SKILLS

Microsoft Word, Leadership.