

# Robert Smith

## Assistant Senior Legal Secretary

### PERSONAL STATEMENT

Outcome oriented and resourceful with strong administrative and communication skills, proven ability to effectively analyze and logically perform duties in a professional and responsible manner, and exceptional attention to details in diverse, fast-paced environments.

### WORK EXPERIENCE

#### **Assistant Senior Legal Secretary**

**ABC Corporation - August 2009 - June 2013**

##### *Responsibilities:*

- Moved to Paul Hastings with IP Litigation Group from Skadden Arps.
- Supported two partners and four associates in all aspects of IP patent litigation.
- Drafted and edited correspondence, memoranda, pleadings and other legal documents.
- Filed documents electronically with federal courts, both public and under seal.
- Accessed patents, litigation information from state and federal courts, file wrappers, patent histories and other patent related documents.
- Transcribed taped interviews, telephone conferences, and dictated documents and correspondence.
- Prepared client information and performed research on prospective clients for marketing pitches.

#### **Senior Legal Secretary**

**Delta Corporation - 2008 - 2009**

##### *Responsibilities:*

- secretarial support to partner level attorneys (corporate, health regulations, RE and litigation), including word processing of voluminous documents, .
- secretarial support to a senior corporate partner and a real estate partner, concentrating in corporate finance and general corporate practice with a .
- secretarial support on partner/associate and paralegal levels (4-attorney assignment - senior real estate partner, corporate counsel, one corporate .
- Contract Position (Social Security/Labor/Litigation) Managed and completed all administrative tasks for senior partners Transcribed dictation of .
- Assisted shareholder in government contracts and litigation.
- Areas of law included trade secrets, pension, labor and sexual harassment litigation.
- This is Dummy Description data, Replace with job description relevant to your current role.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Word, Excel, PowerPoint,  
Visio.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

Education

Real Estate License - (Ocean Realty School - Township Of Brick, NJ)