

Objective

Dedicated and accurate with extensive experience in legal and financial services, with reputation for high attention to detail, effective problem-solving and competency.

Skills

Multi-telephone Systems, Copiers.

Work Experience

Litigation Secretary/Analyst

ABC Corporation - October 1993 – March 2004

- Assisted counsel primarily in the area of insurance defense.
- Strong organizational and communication skills.
- Interfaced with all levels of court administrators, outside counsel, and clients.
- Able to prioritize workload in a professional manner.
- Required motivation and attention to detail.
- Responsible for administrative duties for Supervising Partner/Hiring Partner of the firm which included opening new cases.
- Responsible for typing and keeping confidential information with respect to upper-level partners meetings and attorney performance evaluations.

Litigation Secretary

ABC Corporation - 1989 – 1993

- Perform secretarial duties for three attorneys such as transmittal emails, letters and other communications.
- Schedule appointments for clients, office meetings and travel arrangements.
- Open new cases, draft engagement letters, compile contact information, file organization and docket deadlines and appropriate follow up with attorneys and clients regarding the same.
- Assist in finalizing pleadings and exhibits for electronic court filings, arrange for depositions and court reporters.
- Maintain and organize client cases for pleadings, witnesses and document production.
- Gather marketing materials for the securities industry and research via the Internet and other databases.
- Review and finalize billable time for invoicing and follow up with clients/vendors for remittance.

Education

Bachelor of Arts in Liberal Arts - (Metropolitan State University)