

Objective

Compassionate and empathetic mental health professional Person centered and cognitive behavioral orientations Mental health professional dedicated to providing exceptional care and devising creative treatment plans for adults dealing with substance abuse issues.

Skills

MS Word, MS Outlook, MS PowerPoint.

Work Experience

Associate Senior Legal Secretary

ABC Corporation - October 2009 – July 2013

- Processed appeals, motions and pretrial agreements.
- Received and placed telephone calls to clients Assisted attorneys in collecting information such as employment, medical and other records.
- Transcribed legal documents and phone conversations.
- Scheduled all appointments, appearances and briefings.
- Filed documents with the courts on behalf of the attorney.
- Organized files for court proceedings.
- Obtained signatures from attorneys for legal documents.

Senior Legal Secretary

Delta Corporation - 2007 – 2009

- to Managing Attorney and 2 firm partners who concentrate their practice primarily in Defense Medical Malpractice, but also practice the following .
- Composed correspondence in Managing attorneys absence.
- Organized medical records for purposes of trial Created .pdf files for electronic filing of County, Superior and Federal Court documents Assisted .
- Effectively managed Personal Injury cases with team made up of senior attorney, paralegal and secretary by; Maintaining contact with clients, .
- Included preparing documents on behalf of projects and clients; maintained daily work records and duties consistent with administrative duties.
- This is Dummy Description data, Replace with job description relevant to your current role.
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Education

Master of Science in Clinical Mental Health Counseling - (Walden University - Minneapolis, MN)