

# Robert Smith

## Senior Legal Assistant/Administrative

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

## SUMMARY

Accomplished and dedicated executive assistant with over 10 years experience supporting high-level executive management and their executive team. Trustworthy and maintains confidentiality. Works well under pressure and remains calm in a fast-paced environment.

## SKILLS

Proficient In MS Word, MS Excel, MS PowerPoint, MS Outlook, Matter Management Software, Concur, Access, Visio, Business Objects, SharePoint. Demonstrates Excellent Communication , Including Verbal And Writing. Possesses Outstanding Comprehension.

## WORK EXPERIENCE

### Senior Legal Assistant/Administrative

DITECH FINANCIAL LLC - January 2013 - 2020

- Provided organizational and legal secretarial assistance to the General Counsel and Secretary and various attorneys within the department by coordinating and prioritizing the daily activities of the General Counsel, including day to day calendar management, meeting preparation, travel arrangements and expense processing.
- Provided assistance to the Secretary with keeping the Companys corporate books and records, draft and maintain records for the officer and director appointments.
- Prepared board resolutions, consents and secretary certificates.
- Drafted board agenda, presentations and prepare board meeting materials.
- Assisted with the tracking of trademark applications and approved marks.
- Prepared correspondent client contract documents.
- Generated and composed reports, memos and letters.

### Senior Legal Assistant

Delta Corporation - 2010 - 2013

- Supported General Counsel, Lead Regulatory Counsel, Class Action Litigation Counsel and Procurement Counsels with administrative needs.
- Managed six legal administrative assistants and administered the office management and HR needs for 50 legal associates.
- Scheduled appointments, arranged conference calls, arranged travel, and prepared expense reports.
- Prepared presentations for executive management, created forms and training reference material.
- Developed, created and scrubbed reports generated from our legal matter management database for litigation, mortgage operations, and bank practice areas.
- Coordinated and completed research for special projects.
- Received Spot Reward for facilitating All-Attorney off-site meeting for 130 attorneys nationwide; assisted team to ensure logistics were in place for PowerPoint deck, facilities, catering, and travel.

## EDUCATION

Certificate of Completion in Banking - (Bucks County Community College)