

ROBERT SMITH

Lead Litigation secretary

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To continue the growth of professional skills in a challenging work environment.

CORE COMPETENCIES

Electronic Filing, Pacer, Word Processing, Calendaring.

PROFESSIONAL EXPERIENCE

Lead Litigation secretary

ABC Corporation - August 2005 – January 2009

Key Deliverables:

- Set up and managed all matters from inception to closing.
- Created miscellaneous correspondence such as compliance letters, denial letters, claim letters, subpoenas, and open records responses.
- Assisted with drafting of motions and responses to discovery.
- Assisted with preparation of appellate briefs by formatting, checking citation, table of authorities, and table of contents.
- Responsible for entering all deadlines using Outlook and City Law.
- Relocated to California to become the primary caregiver to mother with Alzheimers disease.
- Reviewed, organized, and indexed extensive backlog of documents and incorporated into appropriate case filing.

Litigation Secretary

ABC Corporation - 2004 – 2005

Key Deliverables:

- Lead litigation secretary, reporting to one Partner and one Special Counsel.
- Prepared legal documents and correspondence.
- Proofed and finalized proposals under tight deadlines for presentation to clients.
- Maintained case files.
- Processed client invoices and attorney time sheets.
- Scheduled meetings and conference calls.
- Coordinated travel arrangements.

EDUCATION

Paralegal Certificate - (University of California - Irvine, CA)

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