

ROBERT SMITH

Litigation Legal Assistant II

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Phone: (0123)-456-789

SUMMARY

Ten years of complex litigation experience in private practice and litigating for various government agencies. Participated in complex investigations and litigation. Proven experience to quickly and efficiently incorporate advanced analytical research methods to summarize laws, rules, and regulations as they apply to factual matters.

SKILLS

Word, Excel, PowerPoint, Note, Outlook. Concordance, Relativity.

WORK EXPERIENCE

Litigation Legal Assistant II

ABC Corporation - 2002 – 2004

- Worked on Enron litigation, sports, and alternative dispute resolution cases.
- Researched local rules, conducted docket searches and located unpublished court opinions.
- Coordinated large-scale review and production of documents to governmental agencies and opposing counsel.
- Organized materials to be used during depositions.
- Assisted associates in preparing arguments and materials for a dispute resolution matter argued in front of the Court of Arbitration for Sport.
- Coordinated with IT to organize over 1 billion pages of production documents, conducted complex searches, and developed problem-solving techniques for discovery databases.
- Conduct research and topical analysis in conjunction with associates.

Litigation Legal Assistant

ABC Corporation - 1999 – 2002

- Correspondence with clients, attorneys, medical professionals, experts and other members of the legal community.
- Draft pleadings including praecipes, complaints, answers, motions, orders and expert designations.
- Prepare and assemble discovery, trial binders and exhibits.
- Perform legal research.
- Maintain attorney calendar and schedule depositions.
- Coordinate travel arrangements for attorneys, clients and expert witnesses.
- Administration of office - maintain office supplies, schedule repairs of office equipment, accounts payable/receivable, run payroll and client billing using PCLaw..

SCHOLASTICS

- Juris Doctor - (Emory University School of Law - Atlanta, GA)