

Robert Smith

Litigation Legal Assistant/Associate

PERSONAL STATEMENT

To bring to your organization enthusiasm, dedication, responsibility, and good work ethic, combined with a desire to utilize skills obtained through experience in the legal field.

WORK EXPERIENCE

Litigation Legal Assistant/Associate

ABC Corporation - July 2010 - July 2011

Responsibilities:

- Draft pleadings and motions and submit to courts and counsels through E-Filing.
- Negotiate with medical providers to facilitate payment obligations.
- Scheduling (Hearings, Depositions, Mediations and Trials).
- Took care of the entire Discovery, made sure that deadlines were met.
- Drafted and submitted pleadings to court and through E-filing.
- In charge of the attorneys calendar, to make sure he was always alert of his upcoming events.
- Negotiated medical provider reductions for clients.

Litigation Legal Assistant

ABC Corporation - 2006 - 2010

Responsibilities:

- Provided legal support on property insurance defense and civil litigation cases for a partner and three (3) associates.
- Arranged travel for attorneys.
- Scheduled mediations, depositions, hearings and trials.
- Supervised court filings for clients and provided required case updates.
- Prepared expense reimbursement sheets for attorneys.
- Responsible for coordinating calendars for all attorneys.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelors of Science in Business Administration - (DeVry University - Miramar, FL)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Legal Administrator,
Legal Clerk.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)