

Robert Smith

Senior Legal Secretary/Receptionist

PERSONAL STATEMENT

Motivated dependable Paralegal and Executive Assistant possessing a diverse skill set complimented with the ability to initiate appropriate action, follow direction and multitask. Adept working independently or in a team environment.

WORK EXPERIENCE

Senior Legal Secretary/Receptionist

ABC Corporation - November 2000 - January 2003

Responsibilities:

- Provided administrative support to PCS division of the Law Department, Marketing & Sales Group including two Director level attorneys, an associate attorney and a senior legal analyst.
- Supervised temporary assistants and trained new legal secretaries.
- Experienced in Intellectual Property with patents, logos, and trademarks.
- Experienced in Regulatory Law supporting two Directory level and one associate attorney.
- Responsible for making travel arrangements for attorneys Manages and updates schedules, and coordinates meetings Schedules depositions and retains
- Responsible for making travel arrangements for attorneys Scheduled independent medical examinations, depositions and retained court reporters Organized envelopes, postage and mail correspondence for all clients.
- Created, indexed and maintained client binders.Included review of monthly client billing reports; entering billing time entries; reviewing and revising documents and maintaining attorney calendars.

Senior Legal Secretary

Delta Corporation - 1998 - 2000

Responsibilities:

- Worked closely with attorneys in preparing the legal documents, managed their case loads, responded to correspondence in a timely manner, answered .
- Supporting Partner in various aspects of insurance defense litigation; assist Senior Associate as needed; heavy transcription of dictation; creation .
- Prepared all administrative matters, including timekeeping, invoice processing, training; coordinated the Board process for the Division Chief; .
- Provided administrative support for one partner and two associates, which included travel arrangements, preparing expense reports and drafting .
- Was responsible for the establishment and maintenance of communications with clients, legal personnel, and court personnel.

CONTACT DETAILS

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

SKILLS

Microsoft, Salesforce,
ACT.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

- Wrote and produced documents and/or other materials specific to each client case.
- Oversaw the daily office functions for a four-attorney office; prepared monthly billing; maintained office schedules; and oversaw the tasks of the .

Education

Associate of Arts - (Longview Community College - Lees Summit, MO)