

# ROBERT SMITH

## Associate Legal Administrative Specialist

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

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### SUMMARY

Committed and organized administrative professional skilled in cultivating relationships and providing detailed project support. Adept in office management, conflict resolution, negotiation, and customer service. Relationship-building Information Organization Event Coordination Process Improvement Documentation Regulatory Compliance Proficient in Microsoft Office Suite.

### CORE COMPETENCIES

Print Production, Legal Administration, Writing & Editing, Newsletter Writing & Design, Military Journalism, Marketing.

### PROFESSIONAL EXPERIENCE

#### Associate Legal Administrative Specialist ABC Corporation - February 2013 – June 2015

##### Key Deliverables:

- Coordinated end-to-end monthly client invoicing process, including fee tracking, bill generation and detailed review, incorporation of edits, and regulating timekeeper protocol compliance.
- Conducted comprehensive conflicts checks and maintained firm-wide contact database.
- Managed intake of new clients, including drafting engagement letters and establishing new matters across multiple platforms and systems.
- Supported office administrator in projects, including trust administration, firm budgeting and reporting, and hiring-related capacities.
- Assisted with Accounts Payable as backup coordinator.
- Cut first-draft billing process time in half while significantly improving error rate.
- Developed firm standards on billing, conflicts checking, intake, reconciliation, and troubleshooting.

#### Legal Administrative Specialist Delta Corporation - 2011 – 2013

##### Key Deliverables:

- Attend meetings with Senior Leaders.
- Record and disseminate meeting minutes.
- Prepare staff packages for review, coordination, and signature.
- Created correspondences, letters, and spreadsheets using Microsoft Office programs such as Excel, Word, Access, and PowerPoint, which allowed me to research new business and management practices to support changes in SSAs programs and policy.
- Review and edit correspondences for formatting and grammatical errors.

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- Interpret administrative policies and provide guidance on applications to office personnel.
- Compile data and prepares administrative status reports for review at all levels.

### EDUCATION

Certificate in Paralegal Studies - (Duke University - Durham, NC)

