

# Robert Smith

## Legal Secretary Receptionist

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### SUMMARY

Provides exceptional customer service to the firm by performing a variety of job duties and responsibilities within the Legal environment. Maintains utmost professionalism and willingness to assist the Legal customers to include but not limited to law partners, paralegals and legal administrative assistants with value added services.

### SKILLS

Dependability, Customer Service.

### WORK EXPERIENCE

#### Legal Secretary Receptionist

ABC Corporation - 2015 - 2020

- Meets and greets all visitors and employees to the firm, providing them a professional welcome, going above and beyond in their service approach.
- Schedules meeting rooms, insuring that each conference room has the necessary supplies, beverages, video conferencing etc. prior to the clients meeting times.
- Answers all incoming telephone calls made to the firm, by following firm/Ricoh phone etiquette expectations and ensuring communication at a professional level.
- Engages in company and community service events or firm initiatives, philanthropies.
- Performs a broad range of clerical duties that require knowledge of legal procedures and terminology as required.
- Prepares documents, maintains files and calendars, schedules appointments and meetings as required.
- Prepares legal documents and correspondence from draft or dictated text as required.

#### Legal Secretary Receptionist

Delta Corporation - 2010 - 2015

- Legal secretaries perform typical clerical duties, such as answering calls and emails and organizing files. Receptionists are trained at work, so
- postsecondary education isnt usually necessary.
- However, prior work experience and the completion of a degree program could give applicants.
- Law firm receptionists, also known as legal secretaries, respond to correspondence, answer phones and make appointments. These professionals typically need a high school diploma and some knowledge of legal procedures and jargon.
- On-the-job training may be provided, though some employers may look for candidates who have an associates degree.
- They also need to possess good communication, organizational, computer and typing skills.

### EDUCATION

BS