

Robert Smith

Sr. Litigation Legal Assistant

PERSONAL STATEMENT

To return to a full-time Legal Assistant position where I can utilize 10 years of prior legal experience in the areas of Litigation, Insurance Defense, Personal Injury, Real Estate and Corporate Law.

WORK EXPERIENCE

Sr. Litigation Legal Assistant

ABC Corporation - February 2013 - September 2013

Responsibilities:

- Law firm specializing in all aspects of Foreclosure, Bankruptcy and Collections.
- Working in high-volume, high-intensity, three attorney department.
- Coordinate weekly attorney schedule which includes meetings, hearings, and conferences.
- Communicate daily with our clients, providing status updates, case status, and hearing results.
- Create litigated files with a referral from an internal department and monitor the file until litigation is resolved.
- Sort the departments mail each day, log and review items, and distribute accordingly.
- Write simple motions, cover letters, and other legal documents on behalf of attorney.

LITIGATION LEGAL ASSISTANT

ABC Corporation - 2012 - 2013

Responsibilities:

- Managed a team of legal assistant, law clerk and administrative assistant in the area of real estate and foreclosure.
- Prepared pleadings, motions, affidavits, and all other legal documents.
- Developed professional relationships with lenders and served as liaison between the client and the debtor.
- Daily communication with clients in a professional manner to ensure the timely and accurate completion of foreclosure and other real estate cases.
- Used daily time management to manage case load and responded to a high volume of e-mails daily.
- Managed reports and team productivity.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelors of Science in Criminal Justice - (Bowling Green State University - Bowling Green, OH)

CONTACT DETAILS

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

SKILLS

Microsoft Word, Microsoft Excel, Marketing, Management, Microsoft Outlook, Sales, Creative Problem Solving, Executive Support, Training & Development, Talent Acquisition, Human Resources.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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