

## Litigation Secretary

ROBERT SMITH

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Address: 1737 Marshville Road,  
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### Objective

A Legal Secretary with eight years of experience with the diversity from the areas of personal injury and insurance defense litigation.

### Skills

Legal Assistant, Analytical Skills.

### Work Experience

#### Litigation Secretary

**ABC Corporation** - September 2014 - April 2015

- Prepped clients for depositions and recorded statements.
- Completed all PIP documents for all clients. In charge of updating all attorney calendars daily.
- Performed office tasks such as scanning, faxing, filing, and proofreading emails.
- Set up insurance PIP claims with all insurance companies.
- Prepared settlement demands from beginning to end for settlement offers.
- Supported one Partner and one Senior Associate at this mid-size medical malpractice insurance defense law firm.
- Prepared State Court filings; preparing Judicial Council forms.

#### Litigation Secretary

**ABC Corporation** - August 2012 - July 2014

- Assistant to a Equity Partner Proofread and finalize legal documents including answers, motions, demands and discovery request.
- Ensure legal documents are processed and handled in a timely and efficient manner in order to comply with appropriate client regulations and deadlines.
- Perform legal research to obtain and gather case-relevant date and materials.
- Calendar Management, including scheduling travel arrangements and client meetings, for equity partner.
- Maintain ongoing communications with attorneys and clients from point of referral/discovery to trial phase.
- Perform general office tasks such as typing, proofreading, copying, scanning, and answering phones.
- Support all administrative staff.

### Education

Criminal Justice - 2012(Passaic County Community College)