

ROBERT SMITH

Certified Paralegal Analyst

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Seeking a full-time position with your company where can utilize expertise and skills to benefit the business, employees, and customers. Looking for a new career, where can continue serving in a professional office.

DECEMBER 2010 - 2020

CERTIFIED PARALEGAL ANALYST - FELLER & WENDT, LLC

- Assist multiple attorneys in preparing letters, complaints, motions, memorandums, affidavits, garnishments, subpoenas, and various other court documents.
- File all court documents with the courts and associate with the court clerks.
- Manage multiple attorneys calendars.
- Answer multiple phone lines and handle all client concerns.
- Manage domestic and collection law matters for the office.
- Research Utah code and case law to help attorneys prepare for Court.
- Assist attorneys in preparation for trial.

2009 - 2010

CERTIFIED PARALEGAL - DELTA CORPORATION

- Assist multiple attorneys in preparing letters, complaints, motions, memorandums, affidavits, subpoenas, and various other court documents via dictation.
- Mail court documents to the courts for filing.
- Manage multiple attorneys calendars.
- Answer multiple phone lines and handle client concerns.
- Assist attorneys in preparation for trial.
- Correspond with clients and adverse parties via telephone, email, and facsimile.
- Prepare motions and stipulations for the discontinuance of civil actions Prepare applications for service by publication File, standard and .

EDUCATION

Paralegal Certification Course - January 2006(Weber State University - Ogden, UT)

SKILLS

Office Management, Accounts Receivable And Payable,.