

Robert Smith

Associate Litigation Secretary

CONTACT DETAILS

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

SKILLS

Critical Thinking,
Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Comprehensive file management from intake to appeal. Excellent statistical and analytical skills. Particularly effective in coordinating, organizing and prioritizing.

WORK EXPERIENCE

Associate Litigation Secretary **ABC Corporation - April 2006 - May 2013**

Responsibilities:

- Assigned to two partners and one litigation attorney in asbestos and insurance defense litigation.
- Prepared law and motion documents for filing such as a motion for summary judgment, opposition, & reply.
- Filed federal legal documents in relation to MDL or cases via ECF/pacer.
- Prepared table of contents (TOC), table of authorities (TOA) in a pleading.
- Filed motions and compiled accompanying exhibits to file.
- Prepared proof of service on discovery requests and responses.
- Served subpoena with notices to expert witnesses and non-party witnesses.

LITIGATION SECRETARY **ABC Corporation - 2002 - 2006**

Responsibilities:

- reason for leaving advancement opportunity Worked at 3-on-1 fast-paced desk supporting senior partner and two associates at 750-attorney national law firm.
- Prepared, filed and effectuated service of pleadings in State and Federal Courts.
- Calendared discovery, pleading deadlines, trial and associated dates.
- Coordinated depositions, including court reporter, locating witnesses, preparing subpoenas and effectuating service.
- Handled extensive telephone calls from opposing counsel, clients and experts.
- Performed advanced word processing duties as a part-time on-call evening word processor from 08/08 through 08/09.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Paralegal Studies - (San Francisco City College, San Francisco City College)