

Robert Smith

Executive Legal Assistant

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

Executive Assistant with executive-level office management skills, as well as strength in project/event planning and problem solving. Readily adapts to change and exceeds expectations in quality.

SKILLS

Impeccable oral and written communication.

WORK EXPERIENCE

Executive Legal Assistant

ABC Corporation - January 2009 – June 2009

- Screened and prioritized Presidents mail, faxes, and e-mails.
- Managed Presidents numerous committee appointments and speaking commitments.
- Drafted, edited, tracked and responded to correspondence.
- Organized and maintained the Presidents extensive personal, administrative, and legal files.
- Collected and input matter data and deadlines into the case management database.
- Provided administrative support to Legal Affairs and Amicus Curiae Committees.
- Reviewed and summarized rules of procedure in court where amicus actions were filed.

Executive Legal Assistant

Delta Corporation - 2007 – 2009

- General office duties and managerial duties (worked directly with Lawrence H. Kleiner, Esq.)
- Drafted legal documents, pleadings, motions, briefs for Municipal, Criminal, Matrimonial, Litigation and Workers Compensation matters.
- Set up medical claims as well as prepared medical packages for Personal Injury cases.
- Executive administrative support to Associate General Counsel of the Medical Products division and an additional six attorneys including, drafting.
- Legal Transcription of intricate Texas DCF case reports from the fully equipped home office.
- Legal assistant to one partner and one litigation attorney.
- Primary responsibilities included research and preparation of legal affidavits, filing motions in both Federal Court and Connecticut Superior Court.

EDUCATION

BA in Criminal Justice - (Prince George's Community College)