Victoria Gutierrez

11301 7th Ave. #FF1  Vancouver, WA 98684  (415) 583-7424  victoriagutierrez81@gmail.com

**Legal Administrative Professional**

**Key Skills**

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| * Analytical Problem Solver * Self-Motivated, Detail Oriented * Skilled at Docketing & Calendars | * Reliable, Diligent, Flexible * Fast Learner * Follows Instructions, Written & Oral | * Work Well in Teams * Work Well Independently * Excellent Verbal & Written Communication. |

**Qualifications**

* Followed directions and worked well with people from diverse backgrounds and cultures.
* Draft, format, revise and prepared a variety of legal documents using MS Word, including transcription, typing 65 wpm.
* Prioritized and met deadlines; set and achieved all established goals.
* Docket Control; calendared and tracked all deadlines using ProLaw and Legal Files case management software.
* Assisted Attorney and/or Paralegal with RUSH projects, discovery responses, settlement payment follow-ups, and posted 30 day file updates.
* Scheduled depositions, medical/legal evaluations, meetings, travel arrangements, conferences.
* Prepared pleadings and exhibits for filing with Local and Federal District courts as well as the California WCAB. Some e-filing with federal courts through ECF.
* Entered all billable hours into CMS Open Software, processed invoices, travel arrangements and expense reports.
* Subpoenaed witnesses, employment records, organized medical records, maintained filing system, and created new files.
* Proficient in: ProLaw, Lexis, MS Office Suite 2007; Outlook 2010, Legal MacPac, ECF/Pacer, Adobe Acrobat X & XPro, Legal Files Case Management Software, CMS Time Management, WordPerfect, and Hot Docs.

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**Work Experience**

* State of California, Department of Justice, Office of the Attorney General, Oakland, CA.

**(Environment Section )LEGAL SECRETARY, 2012-2013**

* Ruby Receptionists, Portland, OR.

**VIRTUAL RECEPTIONIST, 2012**

* Staffing Solutions, LLC, Portland, OR

**LEGAL SECRETARY, TEMP, 2011**

* Apropos Personnel, Walnut Creek, CA

**LEGAL SECRETARY, TEMP, 2011**

* Eviction Defense Collaborative (Legal Clinic), San Francisco, CA

**LEGAL INTERN/VOLUNTEER, 2010**

* Liberty Mutual Group, Santana &Hart (In-House Legal), San Francisco, CA

**LEGAL SECRETARY, II, 2000-2006; 2006-2008**

* Peninsula Orthopedic Associates, Daly City, CA

**MEDICAL-LEGAL COORDINATOR, 2006**

**Education**

John F. Kennedy University, Pleasant Hill, CA

**Paralegal Certificate, ABA approved**