|  |  |
| --- | --- |
| Rami Shoula  Legal Administrative Assistant | |
| |  |  | | --- | --- | |  | Profile Highly motivated and dedicated Legal Administrative Assistant seeking to utilize my skills for the advancement of the next legal team I have the pleasure of joining. Adept in effectively managing a wide array of administrative responsibilities to support the success of a law office. |  |  |  | | --- | --- | |  | Employment HistoryLegal Administrative Assistant at Ellis & Powers Attorneys at Law, New York March 2016 — September 2021   * Provided administrative support for the Staff Counsel Attorneys. * Entered and managed data, including pleadings, motions, and trial, arbitration and mediation letters. * Balanced conflicting priorities in order to manage workflow and ensure proper prioritization. * Monitored and routed internal/external client inquiries. * Handled calls in a timely manner and appropriately responded to routine inquiries. * Completed minor investigations and problem-solved efficiently. * Prepared filing forms for issue fee submissions and patent applications. * Undertook other duties as needed to ensure the firm operated efficiently.  Legal Administrative Assistant at Peters, Schwartz & Clark, New York February 2013 — December 2015   * Oversaw administrative responsibilities for the General Counsel and Legal Department. * Performed legal research as needed. * Provided day-to-day word processing support. * Handled calendar management, invoice processing, and expense report processing. * Assisted in the organization and maintenance of vital company records and documents. * Ensured client billing is processed properly using daily time records. * Effectively managed additional projects as needed. |  |  |  | | --- | --- | |  | EducationParalegal Studies, Boston University June 2012 — December 2012 Bachelor of Arts in English Literature, Hunter College, New York September 2008 — May 2012 | | DetailsSkills  |  |  | | --- | --- | | Effective Time Management | | |  |  |  |  |  | | --- | --- | | Ability to Work Under Pressure | | |  |  |  |  |  | | --- | --- | | Administrative Skills | | |  |  |  |  |  | | --- | --- | | Advanced Knowledge of Legal Terminology | | |  |  |  |  |  | | --- | --- | | Project Management | | |  |  |  Languages  |  |  | | --- | --- | | English | | |  |  |  |  |  | | --- | --- | | Spanish; Castilian | | |  |  | |