

LEGAL SECRETARY – EXAMPLE 1

(NAME)
(Street Address)
(City, State Zip Code)
(Main Contact Number)

EMPLOYMENT

- 5/2007 - Present **Legal Secretary**, (*Company name*), Washington, D.C.
Provide administrative and clerical support to (Attorney Name) on a temporary and as needed basis. Duties consisted of preparing briefs and other pleadings for e-filing and distribution; cataloging document production; and entering attorney time.
- Administrative Assistant**, (*Temp Agency*), Washington, D.C.
Provided administrative and clerical support to (Temp Agency) clients on temporary assignments.
- 6/2006 - 4/2007 **Legal Secretary/Administrative Assistant**, (*Company Name*), Washington, D.C.
Provided administrative and clerical support to three partners in the firm's transportation group - primarily concerning airline industry legislation. Entered daily time, maintained calendars, and set up meetings and conferences. Arranged travel and hotel reservations and prepared itineraries.
- 10/2005 - 4/2006 **Legal Secretary/Administrative Assistant**, (*Company Name*), Washington, D.C.
Provided administrative and clerical support to two partners and two associates in the employment, labor and benefits group. Entered daily time entries, prepared monthly client outing statements, maintained calendars, prepared check requests and expense reports, set up meetings and conferences, arranged travel and hotel reservations and prepared itineraries.
- 1/1990 – 2/2005 **Legal Secretary/Office Manager**, (*Company Name*), Washington, D.C.
(Managing Partner [Partner/Attorney Name])
Pared time reports, client billing statements, and payroll. Responsible for accounting and bookkeeping. Prepared all legal briefs, memoranda, notions, and ECF court filings. Handled all administrative aspects of (Company Name) law practice

SKILLS

Typing speed in excess of 80 wpm. Computer applications include: Word Perfect, Microsoft Word, Outlook, DTE, Hummingbird, Rainmaker, Elite Records and Billing, Desksite, Etime, One-Write Accounting Software, QuickBooks Pro and Windows programs. Operate calculators, dictating equipment, teletype, facsimiles, GBC binding equipment, and all copiers.