

LEGAL SECRETARY – EXAMPLE 2

(Name)

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

Education

- ❖ B.S in Business, University of Central Florida/Full Sail College

Skills

- ❖ Proficient with all applications of Microsoft Office
- ❖ Knowledge of Concordance software
- ❖ Legal Key
- ❖ Experience in Discovery and Document Review
- ❖ Completed coursework in IP Law, Business Law, Contract Writing and negotiation, and General Litigation
- ❖ Experience with converting documents into several file formats
- ❖ Maintained large client lists and have performed major system updates

Work Experience

December 2007-March 2008 Temporarily relocated to Richmond, VA

October 2007-November 2007, (Company Name) (Temp Agency), Records Clerk Assistant

- ❖ Assisted Paralegals and Project Assistants with case file organization
- ❖ Index records/files; created labels in Legal Key following standard practice and procedure for each new matter opened at the request of various attorneys and legal secretaries
- ❖ Query database to locate specific records information
- ❖ Monitored the records clerk mailboxes to answer file requests and label/conversion modifications; satisfy file requests; order records/files/boxes (via fax, phone or internet) from our off-site storage vendor
- ❖ Pack records/files/boxes to be sent to our off-site storage vendor, check out files and deliver for distribution; verify all storage deliveries, maintain storage records and log problems with off-site storage vendor; re-shelve materials/files
- ❖ Recalled off-site legal documents from RECALL in efforts to give attorney's and legal secretaries access to those same stored documents

April 2007-October 2007, (Company Name), Project Assistant

- ❖ Performed Document Review and Discovery Work
- ❖ Used Concordance software to perform e-mail review and organization

2005-2006, (Company Name), Assistant Engineer

- ❖ Maintained audio systems in the studio, Assisted Engineer on Session recording projects, studio documentation on artist projects
- ❖ Scanned studio documents and converted into several file formats
- ❖ Maintained client list and would assist House Engineer with system updates

2005-2005, (Company Name), Facilities Assistant

- ❖ Contacted Building supervisor on corporate needs, Helped with interoffice operations of the company, assisted in the mail room with incoming and outgoing documentation and packages

References

- ❖ Available upon request