

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

To take advantage of my extensive legal experience to find a position that allows me to display my knowledge and leadership skills.

Experience

Executive Legal Secretary - 12 Alpha LLP, Madison, WI

April 2021 – Present

- Coordinated and arranged travel arrangements with managing partners to ensure adequate coverage.
- Calculated and reported billable hours of all eligible attorneys to the accounting department.
- Reviewed and revised client files, ongoing case files, pleas, and motions.
- Maintained a medium-sized law firm and provided full administrative support for two corporate partners.
- Supervised 11 administrative staff members and instructed the onboarding of new hires.

Legal Secretary - Rainbow Beta Corp, Madison, WI

November 2016 – December 2020

- Reserved conference rooms for internal and incoming meetings, resetting and replenishing them as necessary.
- Responsible for all physical mail, including sorting, distribution, and answering business-related inquiries.
- Transcribed correspondence, telephone calls, and recorded meetings for inclusion in client files or as part of ongoing proceedings.
- Reduced non-billable hours and increased attorney's available hours by collecting client's background information and completing applicable paperwork.
- Maintained inventory control by recording stock levels and being the point of contact for ordering.

Project Experience

- Rebuilt company database and reorganized clients into optimal structures for easier management.

Education

Accounting Certificate - University of Wisconsin-Madison

2020

- GPA: LIST
- AWARD
- AWARD

Bachelor of Arts, Legal Studies - University of Wisconsin-Madison

2016

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Transcription
- Word processing and data entry
- Calendar optimization
- High level of discretion
- Attention to detail

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified Professional Secretary (CPS)
- Certified Travel Associate (CTA)