

NAME

TITLE

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

Profile

To secure a position with an energetic law firm that can use over 18 years of experience in a legal administrative and supervisory role. Capable of working in a bilingual office with Spanish fluency.

Experience

Senior Legal Secretary - Smith & Smith Law Firm, Los Angeles, CA

February 2010 – Present

- Served as a lead administrative assistant in the firm, acting as the point of contact for an administrative department of 19 people and specialist in worker’s compensation law.
- Supported six full-time attorneys, including three senior partners, in day-to-day operations.
- Screened and answered regular postal and electronic mail and sorted all incoming legal documents related to active cases and litigation.
- Supervised five file clerks and four floating secretaries, distributing daily briefings and adjusting workloads as necessary.
- Maintained travel and appointment calendars of attorneys and built work schedules for the administrative team, taking vacation time and personal leave into consideration.

Legal Secretary - Uptown Law Firm, Rochester, NY

June 2005 – February 2010

- Hired as a floating secretary in a law firm of ten full-time attorneys and fifteen support staff to support all staff.
- Drafted and edited legal documents, including business correspondence, memoranda, and pleadings from court and attorney notes.
- Assisted in the training of new legal secretaries and developed the onboarding process
- Collected necessary client information, including employment records, and assigned appropriate billing time.
- Managed daily office operations, such as petty cash account, office events, and upkeep of client-facing areas.

Project Experience

- Developed onboarding process for newly hired administrative staff and created all documentation guidelines for future use.
- Drafted client information packages for attorney approval.
- Led holiday party planning for over 100 employees, advised bonus distribution, and award nominations.

Education

Bachelor’s of Business - University of Rochester

2003

- Honors

Monroe Community College - Paralegal Studies Certificate

2005

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Legal research and terminology
- Word processing, including long-form contracts
- Bilingual in English and Spanish
- Records management
- Proficient in MS Office and Clio, case management software

Licenses & Accreditations

Licenses Licenses & Accreditations

- Notary Public
- SafeServ Certification
- Microsoft Office Specialist certification