

# NAME

TITLE

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

## Profile

Seeking a government legal secretary position within the federal legal department that prioritizes administrative and technical support. Experienced in word processing, clerical duties, and a high degree of discretion and confidentiality.

## Experience

### **Legal Secretary Litigation Support** - Department of Justice, Washington, DC

*June 2019 – April 2021*

- Prepared trial-related documents such as discovery letters, jury instructions, lists of exhibits, and subpoenas while ensuring compliance with the Federal Rules of Evidence and Federal Rules of Criminal Procedure.
- Instructed new hires on the use of customized software
- Supported new attorneys and those with a heavy workload
- Analyzed trial data for omissions upon request
- Completed routine litigation support assignments such as trial organization

### **Information Technology Specialist** - River Law Firm, Washington, DC

*September 2015 – January 2019*

- Prepared monthly reports on computer repairs, outages, and security concerns for management
- Repaired computer software and hardware issues on time, replacing items where necessary.
- Maintained inventory of obsolete and replacement computer parts and supplies.
- Performed essential clerical duties to assist administrative staff, like document outlining.
- Developed and implemented cybersecurity programs on all staff computers company-wide.

### **Project Experience**

- Led quarterly cybersecurity seminars for 75 employees to enhance the security of the firm
- Updated the software of 200 internet-connected devices every month to ensure the latest firmware had been installed
- Developed software to detect keylogging

## Education

### **Masters of Computer Science** - American University

*2014*

- GPA: LIST
- AWARD
- AWARD

### **Bachelor's of Computer Science, minor in Cybersecurity** - American University

*2013*

- GPA: LIST
- AWARD
- AWARD

## Skills

### **Expertise**

- Microsoft Office suite of programs (Word, Access, Excel, Powerpoint, Outlook)
- Proficient in Trial Director, Case Map, Eclipse, Concordance
- Organization and decision-making
- High level of attention to detail
- Stress-tolerant and self-managing

## Licenses & Accreditations

### **Licenses Licenses & Accreditations**

- Certified Data Privacy Solutions Engineer (CDPSE) certification
- Microsoft Office Specialist Associate certification