

NAME

TITLE

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

Profile

Detail-oriented legal professional with seven years of experience supporting attorneys in a high-traffic law firm. Seeking the opportunity to utilize my legal knowledge, administrative experience, and commitment to increasing efficiency in a legal secretary position.

Experience

Legal Assistant - Johnson, Jimmeyer, and Jinks, P.A. / Location

MONTH 2017 - 2023

- Managed and organized legal documents and correspondence while maintaining confidentiality.
- Assisted in the preparation of legal briefs and contracts.
- Facilitated communication between attorneys and clients.
- Scheduled appointments, court dates, and consultations.
- Conducted legal research as directed by attorneys.

Administrative Assistant - Marco & Associates Law Firm / Location

MONTH 2015 – MONTH 2017

- Provided clerical and administrative support to a team of five attorneys.
- Handled all incoming calls and correspondence.
- Organized and maintained client files with high standards for efficiency and confidentiality.
- Assisted in billing procedures.
- Coordinated meetings within the attorneys' calendars.

Project Experience

- Led the transition to a new case management system, migrating client data safely.
- Trained team members on using the new software to ensure continued productivity and reduce downtime.
- Contributed to a smoother, more organized work process by ensuring accurate document categorization and easy retrieval.

Education

Associate of Applied Science in Legal Support and Services - SCHOOL

MONTH 2016

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Proficient in legal software, including Clio and LexisNexis
- Excellent written and verbal communication
- Strong multitasking abilities
- Familiarity with legal terminology
- Drafting legal documents, including subpoenas, torts, and contracts

Licenses & Accreditations

Licenses & Accreditations

- [Legal Secretary Certification](#) (LCS), Purdue Global Online Legal Secretary Program
- Notary Public Certification (NPC), National Notary Association (NNA)