Phyllis J. Blackburn

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(000) 014-0000, phyllis@example.com

**Objective**

To make the best use of my skills and expertise by assisting the top notch lawyers and attorneys or joining a reputed law firm to expand my expertise level and add-on to my career prospect with this growing industry. Being an associate of a legal firm, I will attain a vast scope to accompany social victims and support them in obtaining justice.

**Skills**

* Specialized knowledge about family law and personal injury.
* Excellent knowledge in speaking and writing English; expert in drafting legal briefs.
* Gathered high class knowledge in investigation of case matters through ample research of the mode of case and studying internet resources.
* Knowledge in computer operations, including MS Office.
* High communication skills, administrative knowledge, and capable to guide clients as per suggestion of my seniors.

**Experience**

**Legal Secretary** (Personal Injury, Family Law and Criminal Lawyer)

Michel & Warren, Abbeville, Alabama

2012 – Present

* Involved in comprehensive research and investigation of the fact file concerning the case.
* Corresponding with Individual and Corporate clients through e-mail, as per instruction of my senior, depending upon the depth of the case. Especially linked to divorce with child custody, criminal defense, or disputed personal injury matters.
* Arranging client-lawyer meetings, noting of minutes, and recording them with official coding.
* Preparing reports in detail to assist lawyers in presenting appeals and trials; as per guidance, prepared motions and briefs, handled exhibits, reviewed trial records.
* Administrative jobs.

**Legal Assistant**

Morrison & Associates, Adamsville, Alabama

2010 - 2012

* Communication with clients over phone and email, scheduled appoints, informed on proceeding status.
* Maintenance of files, records, and documents in systems; updating records of ongoing court cases with full information about next date of hearing, name of concerned advocate, etc.
* Took dictation for preparing legal drafts and hearings; arranged meetings between evidence clients with lawyer.

**Education**

**Certificate in Legal Assistant**

AND Law Institute (2010)

**Bachelor’s Degree in Law**

University of California (2008)