

[REDACTED]

Target Position – Legal Secretary

EXPERIENCE SUMMARY

In the past 30 years, I have delivered a full range of legal secretarial services working full and part time, as well as independent contractor assignments. Areas of law include, but are not limited to, litigation, family law (domestic relations), real estate (residential), corporate, probate and general, all of which encompass preparation work of all documents, forms, etc. pertaining to each specific area of law. Assignments include typing complaints, answers, motions (setting-up notices), court filings, orders, summons, subpoenas, discovery (interrogatories, production requests, etc.), drafting, revising, proofing, redlining, abstracting deposition transcripts, maintaining court & attorney calendars, minute books, telephone communications, ordering office supplies, etc.

SKILLS

- Ms Word (Windows 2007)
- Keyboard - 75 wpm
- Excel—some
- E-filing
- Dictaphone Transcription
- Scanning, e-mail
- Utilizing all court forms for Cook, DuPage, Lake, etc. counties (online)
- Billing (TimeSlips)

PERSONAL ATTRIBUTES

- ✓ Excellent writing and verbal communication skills; take pride in proper usage, structure, etc.
- ✓ Reliable, can be counted on to complete assignments
- ✓ Get along well with others, large or small office
- ✓ Usually learn something new every day

EMPLOYMENT

2006 to present	PT Secretary	[REDACTED]
2004 to 2006	FT Legal Secretary	[REDACTED] <i>(Litigation/collections)</i>
1985 to present	PT Legal Secretary	[REDACTED] <i>(Family law, real estate; corporate; I now only Generate billing entries/statements bi-quarterly)</i>
2001 to 2004	FT Legal Secretary	[REDACTED] <i>(Insurance Litigation/Defendant)</i>
1997 to 2001	FT Executive Asst.	[REDACTED] <i>(This company advises its Fortune 500 clients how to best optimize expenditure of their legal departments' budgets)</i>
1995 to 1997	PT Legal Secretary	[REDACTED] <i>(Real estate, family, law, general)</i>

EDUCATION

[REDACTED]