



~ **EXPERIENCED LEGAL SECRETARY** ~

Transcription ~ Client Contact ~ Document Production ~ Research ~ Trial Preparation

Results-driven, seasoned Legal Secretary, with 10+ years experience providing administrative and legal support within diverse areas of law. Combines strong multi-tasking abilities with exceptional organizational skills, and the ability to perform in fast-paced time-sensitive environments. Articulate communicator, with solid writing and award-winning presentation skills. Self-directed leader who works well independently and as an integral member of a team. Exhibits excellent judgment and an enthusiastic work style. Currently pursuing an undergraduate degree in Communications with a minor in Journalism. Technically proficient in Word, WordPerfect, Excel, PowerPoint, Outlook, LexisNexis, and Internet browsing applications. Types 100 wpm.

Legal experience includes:

- ◆ Workers' Compensation
- ◆ Employment & Labor
- ◆ Personal Injury
- ◆ Sports & Entertainment
- ◆ Immigration
- ◆ Contract
- ◆ Government
- ◆ Corporate
- ◆ Criminal

~ **PROFESSIONAL EXPERIENCE** ~

SMITH, JONES & ASSOCIATES, Columbus, Ohio

Legal Secretary (1993-1994)

- Enhanced effectiveness by organizing information, tracking cases, fielding client concerns, and supporting legal proceedings within personal injury, contract, entertainment, and sports law arenas.
- Created, edited, and proofread legal documents and correspondence generated for and on behalf of attorney.
- Performed transcription, drafted pleadings, and managed a busy schedule within a high-volume practice.
- Maintained complete and accurate files, and communicated updates to both legal counsel and clients.
- Provided extensive support during the incorporation efforts for the *Columbus Hockey Team*.

STATE OF OHIO, SECRETARY OF STATE'S OFFICE, Columbus, Ohio

Executive Assistant (1992-1993)

- Held high-profile, executive-level administrative responsibilities, supporting the Secretary of State.
- Personally planned and coordinated meetings, conference calls, visits, and an extensive travel schedule.
- Liaised with officials on a daily basis, including a variety of administrative, public, and private personnel.
- Demonstrated the ability to handle highly sensitive state matters in a professional and discreet manner.

RETAIL COMPANY, Dublin, Ohio

Executive Assistant (1989-1991)

- Handled administrative support duties for two senior managers within the human resources department.
- Charged with coordinating large-scale projects and ensuring the achievement of milestones and objectives.
- Readily adapted to changing roles, demands, and environments during a major workforce reorganization.
- Facilitated recruitment and selection processes by interviewing candidates and conducting new-hire orientations.