

Diana Smith
555 Any Street
Columbus, OH 55555

(555) 555-5555; name@email.com

Objective: To obtain a legal secretarial or administrative assistant position.

Legal Secretarial Experience:

- 1999-2002 **DOWNTOWN LAW FIRM** - City, OH
- Transcribed, edited and finalized documents; prepared pleadings, correspondence, memoranda, and various contracts and agreements; made travel arrangements and completed travel expense reports; updated corporate minute books; prepared client billing; updated attorney calendars; prepared estate tax returns; client and court contact; filing.
 - Assisted partners, associates and paralegals in the following areas of law: litigation, corporate, estate tax and administration, workers' compensation, intellectual property, real estate, employment law, health care consulting, and trademark.
- 1997-1999 **CITY BAR ASSOCIATION** – City, OH
- Worked for various downtown law firms, including [names omitted for confidentiality], in the following areas of law: corporate, real estate, litigation, workers' compensation, health care, and estate planning.
- 1986-1991 Not employed due to spouse's employment relocations nationwide.
- 1984-1985 **LAW FIRM ONE** – City, OH
- Assisted partner involved in state and local taxation and legislative assistant (paralegal). Left firm due to medical issues from twin pregnancy.
- 1983-1984 **LAW FIRM TWO** – City, OH
- Assisted sole practitioner in the areas of domestic relations, civil litigation, and corporate law.
- 1982-1983 **LAW FIRM THREE** – City, TX
- Assisted two senior partners in the areas of corporate and litigation.
- 1977-1982 **LAW FIRM FOUR** – City, CA
- Assisted partners and associates in the areas of federal taxation, litigation, real estate, corporate, and patent infringement. Prepared client opinion letters, pleadings, correspondence, memoranda, real estate purchase agreements, and closing documents; transcription; drafted correspondence; scheduled depositions and conference calls; made travel arrangements and prepared expense reports; finalized client billing; client and court contact.