

Jane Smith

New York, NY • (123) 456-7890 • email@email.com

LEGAL ASSISTANT • LITIGATION SECRETARY

ABA APPROVED PARALEGAL CERTIFICATION • BACHELOR OF ARTS, LAW STUDIES

Legal Assistant and Litigation Secretary with comprehensive background in providing administrative, legal and case support for teams of attorneys through the full litigation process. Extensive experience in coordinating and managing general administration functions, including maintaining attorney calendar, coordinating meetings and conferences, preparing court records/documentation and transcribing dictation. Career track of preparing and drafting legal documents, memoranda and decisions, ensuring compliance with quality and confidentiality standards. Demonstrate excellent administrative and communication skills combined with unparalleled ability to manage demanding priorities in an effective and efficient manner.

Areas of Expertise

- Civil Litigation Support
- Trial Preparation
- Legal Research/Case Filing
- Document Drafting/Preparation
- Case Support/Management
- Office Management
- Regulatory Compliance
- Administrative Support
- Conflict Resolution
- Client Relations
- Interagency Collaboration
- Correspondence/Report Drafting

PROFESSIONAL EXPERIENCE

- **Coordinated and delivered litigation and administrative support** for teams of up to 5 attorneys and 3 paralegals.
- **Drafted and edited legal documentation**, including pleadings, appellate briefs, summonses, subpoenas, complaints, discovery and court filings, as well transcribing dictation and drafting legal correspondence.
- **Gained extensive exposure to criminal/defense law**, insurance defense and civil litigation, as well as experience in employment law and maritime law.
- **Expertise in case management and trial preparation activities**, including maintaining case files, scheduling meetings, obtaining depositions, coordinating conferences and preparing case documentation.
- **Built and managed strong relationships with clients, attorneys, legal teams** and opposing counsel to coordinate required meetings and conferences to support court proceedings.
- **Interacted with witnesses, experts and clients** to obtain case information, exhibits and materials.

PROFESSIONAL HISTORY

ABC INTERNATIONAL, INC., New York, NY

2017 – Present

Legal Assistant

Deliver comprehensive legal and administrative support to team of 5 attorneys and 3 paralegals within a corporate law environment. Draft, prepare and maintain legal documentation and records, working directly with legal team to prepare hearings documents, case files and reports. Interact with attorneys and clients to determine case requirements. Perform all clerical tasks, including managing calendar, scheduling conference calls and preparing expense reports.

- Currently in the process of introducing automated files and records, eliminating manual documentation.
- Built and continue to manage relationship with Board of Directors; prepared Board meeting directives and memos for attorneys and legal staff.
- Conducted research and drafted documentation for trademark infringements, including cease and desist letters.

COUNSEL OFFICE, New York, NY

2005 – 2008

Civil Litigation Secretary

Supported team of 5 attorneys in all phases of litigation to prepare cases for trial. Drafted and served responses to opposing counsel, deposition notices, subpoenas and discovery requests. Prepared filings for state and district court. Prepared correspondence, case files and administrative records.

- Monitored case files to ensure the timely completion of all documentation to support trials/hearings.
- Maintained attorney calendars, scheduling consultations, court appearances and other appointments.
- Recorded case documentation and appointments in case files, ensuring adherence with confidential standards.

ABC LLC., New York, NY

2004 – 2005

Legal Assistant/Office Manager

Provided legal and administrative support for a team of 6 attorneys, handling all case management functions including preparing case files, arranging client contact, drafting correspondence and documentation and managing calendar. Assisted attorneys with general trial preparation, including scheduling meetings, depositions and conferences.

ABC, INC., New York, NY

2003 – 2004

Civil Litigation Secretary/Office Manager

Charged with supporting a team of 3 attorneys through all aspects of civil litigation. Maintained attorney calendars; composed and prepared correspondence and court documents as well as other legal documentation. Interfaced with clients, court personnel, attorneys and insurance companies. Produced all legal documentation, including summonses, subpoenas, complaints, discovery request, pleadings, agreements and contracts.

ADDITIONAL EXPERIENCE

Legal Assistant – ABC LLP, New York, NY**Investigations Unit Medical Examiner's Office** – STATE OF NEW YORK., New York, NY

EDUCATION

UNIVERSITY OF COLLEGE – SCHOOL OF LAW, New York, NY

Bachelor of Arts, Law StudiesProfessional Development**ABA Approved Paralegal Certification**

FIND MY
PROFESSION