

LEGAL ASSISTANT

Summary

Dedicated and focused Administrative Assistant who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority.

Highlights

- Fluent in Spanish
- Microsoft Office proficiency
- Excel spreadsheets
- Meticulous attention to detail
- Results-oriented
- Self-directed
- Time management
- Strong problem solver

Accomplishments

- processes.
- Served as sole assistant to 4 attorneys in all phases of litigation.
- Awarded "The Best Performer of the Month" for the month of April 2015.
- Awarded "Perfect Attendance" for the year of 2016.

Experience

Legal Assistant Company Name i¼ City , State

- Schedule meetings, mediations, hearing dates and depositions.
- Review reports by witnesses and police.
- Assist attorneys in preparing for trials and court proceedings.
- Draft deposition and trial subpoenas.
- Draft/file pleadings and motions.

Legal Assistant Company Name i¼ City , State

- Compose and revise legal documents for attorneys.
- Upload executed documents to LPS.
- Coordinate hearings with opposing counsel.
- Set and confirm hearings with judicial assistants.
- Prepare/file notices, motions and correspondence.
- Track and maintain busy attorney schedules.

07/2014 to 11/2016

Paralegal Company Name i¼ City , State

- Manage all administrative tasks for three senior partners.
- Compose and revise legal documents for attorneys.
- Ensure legal documents are processed and handled in a timely and efficient manner in order to comply with appropriate regulations and deadlines.
- Perform whatever is necessary to get the job done to provide the firm's clients with excellent service and performance.

Education

DIPLOMA American Senior High School i¼ City , State

2008 2015

ASSOCIATE OF ARTS : LEGAL STUDIES Keiser University i¼ City , State LEGAL STUDIES

Skills

administrative, Attention to detail, attorney, clients, legal documents, meetings, MS Office, police, research, Fluent in Spanish