

Robert Smith

Legal Support Assistant

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SUMMARY

To establish a long-term career in a company where I may utilize my Legal Support Assistant professional skills and knowledge to be an effective Associate Program Manager and inspiration to those around me.

SKILLS

Reporting Skills, Coordinating Skills.

WORK EXPERIENCE

Legal Support Assistant

ABC Corporation - 2004 - 2020

- Reviewed a wide variety of legal documents pertaining to civil and criminal matters to determine accuracy, completeness and conformance with legal requirements for recording, reporting, and filing.
- Delegated responsibilities.
- Maintained e-filing records.
- Assisted in preparation of annual reports.
- Supported in gathering information from non-proprietary mutual funds for use in SEC filings.
- Prepared of expense reports and coordination of travel arrangements.
- Supported for legal department matter management system.

Legal Support Assistant

Delta Corporation - 2000 - 2004

- Prepare and proofread legal documents and correspondence Handled general administrative duties Managed case calendar Research and analyze law such as .
- Interpreted for initial one-on-one interviews at County prison and/ clients at the Public Defenders office Processed all legal documents.
- Organize case files, enter and retrieve case information from various databases, including Motor Vehicle Department, Justice Court database, Superior .
- Pull case files for court calendar and file documents with the court; perform criminal history/records checks Create daily court calendar for .
- Type subpoenas; locate and distribute electronic pleadings and minute entries.
- Skills Used extensive use of Microsoft Office Researching and locating files Organizational skills.
- Prepare daily calendar Deliver documents, files to the courtroom and assigned bureaus Closeout files Issue subpoenas Contact officers for court Route .

EDUCATION

GED

Sample County Legal Support Assistant

Lei Huang



Sample County Legal Support Assistant:

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