

LEGAL & ADMINISTRATIVE EXECUTIVE SUPPORT PROFESSIONAL

Highly qualified and accomplished Executive Assistant with 18+ years in the legal industry, possessing a unique combination of administrative expertise and legal assistant skills (including fluent legalese and knowledge of legal industry software). Ability to handle multiple assignments and shifting priorities to manage the complex needs of attorneys in high-pressure, corporate environment. Seen as the “go to” administrative resource and leader among peers, with previous background in overseeing staff in boutique law practice setting. Broad business acumen, including client billing and Accounts Payable & Receivable.

AREAS OF EXCELLENCE & TECHNICAL EXPERTISE

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| ▪ Accutrac | ▪ Legal Asst Skills | ▪ MS Word |
| ▪ Aderant Expert | ▪ Litera Change-Pro | ▪ Notary Public |
| ▪ Client Billing | ▪ MS Excel | ▪ Proofreading |
| ▪ DTE Axiom | ▪ MS Outlook | ▪ Travel Planning |
| ▪ InterAction | ▪ MS PowerPoint | ▪ WestLaw/Lexis |

PROFESSIONAL EXPERIENCE

REDACTED, Aug. 2003 to present

Executive Assistant, Aug. 2014 to present

Legal Secretary, Aug. 2003 to July 2014

- Draft, revise, and proofread documents in Word, Excel and PowerPoint, with attention to paragraph styles, paragraph numbering, and cross-references.
- Enter time tickets, including proper selection of phase, task and activity codes in adherence to budget.
- Assist with preparation of new matter memos, run of conflicts checks and set up temporary suspense matters.
- Execute multi-stop domestic and international travel planning and expense reporting in accordance with company policies.
- Perform legal assistant duties as-needed, including non-legal research using the Internet, Westlaw and Lexis, binder preparation, proofreading, and redaction of PDF documents.
- Prepare client bills using Aderant, review time and disbursement records for accuracy, perform override calculations and changes.

REDACTED, Jan. 2003 to Aug. 2003

Law Clerk

- Assisted in establishing new business structure including filing articles of incorporation and obtaining required insurance for firm.
- Accurately managed accounts payable and accounts receivable using QuickBooks, including preparation of client bills using TimeSlips.
- Drafted legal documentation and client correspondence for probate cases and Medicaid applications.

REDACTED, Jul. 1997 to Dec. 2002

Office Manager & Legal Assistant

- Established and maintained operational procedures and efficiency; supervised management of cases with TimeMatters; trained staff and delegated work assignments.
- Oversaw accurate, timely and ethical financial management, including accounts payable and receivable in QuickBooks, payroll, online banking, client escrow accounts and client billing using TimeSlips.
- Drafted legal documentation including estate planning documents, affidavits, memoranda, and client correspondence.
- Compiled and analyzed financial data to file Medicaid applications and marshal assets for probate cases.

REDACTED, Apr. 2008 to Sept. 2013

Virtual Marketing Assistant

- Developed and distributed marketing materials including monthly e-newsletters using Constant Contact, web content through Go Daddy, workshop flyers, presentations and brochures.
- Actively pursued strategic business partnerships and developed marketing opportunities through professional relationships.

EDUCATION

Brooklyn Law School, Brooklyn, NY

Juris Doctor, June 2006

New York University, New York, NY

Bachelor of Arts, May 2002

LICENSE & CERTIFICATIONS

Notary Public, State of New York

MS Office Specialist Certification, MOS

Expected date of completion: Aug. 2015