

Personal

- Address**
3901 Daisy Place
92056 Oceanside, Ca
- Phone number**
555-123-4567
- Email**
example@cvmaker.com

Skills

- Creative Problem Solving** ● ● ● ● ●
- Drafting Legal Documents** ● ● ● ● ●
- Time Management** ● ● ● ● ●
- Multitasking** ● ● ● ● ●
- Organization** ● ● ● ● ●
- Microsoft Office Suite** ● ● ● ● ●

Detail oriented and multitasking secretary seeking to join the Law Firm of Jackson and Jones in San Diego. Five-years of practical experience as an executive assistant in the legal and medical field. Extremely competent at completing data entry, working with Excel sheets, managing digital and manual filing systems, accounts receivable, expense reports, writing legal documents and memorandum, and other administrative duties. Engaging people person with an exceptional attendance record, and ability to channel constructive criticism into positive learning.

Work experience

Legal Secretary Jun 2018 - Present
Schultz, Stein, and Rosenberg, Carlsbad, California

Served as a legal secretary for Benjamin Stein, a partner of Schultz, Stein, and Rosenberg law firm in Carlsbad, California. Daily and weekly tasks included:

- Communicating with firm clients, vendors, associates, court members, and legal council via email and phone conversations.
- Drafting legal memoranda, court documents, transcribing audio testimony and interview notes.
- Scheduling interviews with clients, witnesses, and other legal council for pre-trial meetings.
- Travel coordinator for firm partners and legal associates.

Administrative Assistant Aug 2016 - Jun 2018
Medical Offices of Dr. Drew Berry, Ft Worth, Texas

Served as a medical administrative assistant at the Medical Offices of Dr. Drew Berry in Ft Worth, Texas. Assigned tasks included:

- Answering telephone calls, scheduling patient appointments, forwarding medical records to insurance companies, and communicating with pharmacies.
- Organizing office files, supplies, and medical records - complying with HIPPA regulations.
- Communicating with delivery companies, signing for parcels, and respecting all vendors.
- Keeping all patient medical records secure, and respecting the privacy of each visitor to our office.

Education

Business Administration Sep 2013 - May 2016
University of Texas - Austin, Austin, Texas

References

Benjamin Stein, Esq. Schultz, Stein, and
On Request Rosenberg

Dr. Drew Berry Medical Offices of Dr.
On Request Drew Berry

Dr. Lisa Smith University of Texas
On Request