



# MICHELLE WHITE

Secretary 📍 LOS ANGELES, CA 90291, UNITED STATES

## ○ DETAILS ○

1515 Pacific Ave, Los Angeles, CA  
90291, United States  
[email@email.com](mailto:email@email.com)

PLACE OF BIRTH  
San Antonio

NATIONALITY  
American

DRIVING LICENSE  
Full

## ○ LINKS ○

[Linkedin](#)

[Facebook](#)

## ○ SKILLS ○

Creative Writing

Proofreading

Reporting

Time Management

Critical Thinking

Decision-making

Office Administration

Short Hand Writing

Audio Transcribing

Calendar Management

## ○ LANGUAGES ○

## 👤 PROFILE

*Highly dependable and industrious Legal Secretary with more than ten years of experience at highly acclaimed legal practices. Proven ability to compile complex legal documentation and summonses on behalf of the Managing Partners. Currently completing a Para-Legal diploma and proficient in short handwriting and audio transcribing software applications.*

## 📁 EMPLOYMENT HISTORY

### Legal Secretary at Sanderson & Partners, Boston

January 2018 – May 2019

*Successfully designed and implemented a digital client information database and transferred over a 1000 client profiles from paper files to electronic data reducing information retrieval time by 80%*

- Write, record, transcribe and proofread legal documentation
- Responsible for filing, organizing, scanning, copying and faxing legal documents
- Schedule hearings, court depositions, and client meetings
- Make travel arrangements for managing partners, attorneys, and investigators
- Process invoices from vendors and suppliers
- File documents with the court according to hearing deadlines
- Liaise directly with attorneys, administrative personnel, courtroom staff members, clients, expert witnesses, and commercial vendors.
- Train new paralegals regarding the protocols surrounding filing and submitting courtroom documents

### Department Secretary at Chicago State Construction Company, Chicago

February 2016 – December 2017

*Accurately monitored, uploaded and updated multiple business accounts with a zero error percentage achieved during the time employed by the company and created an automated notification system to congratulate clients on their birthdays and send well wishes during special holidays.*

- Responsible for meeting and greeting clients, directing them to the appropriate boardrooms and organizing beverages
- Manage upload and update customer files
- Maintain filing system and categorize clients in alphabetical order and create associations to the relevant manager, business type and billing values
- The first point of contact for all incoming and outgoing mail as well as telephone inquiries
- Responsible for taking minutes during meetings and compile memo's afterward for distribution to stakeholders
- Respond to queries and complaints on behalf of managers and senior employees
- Prepare relevant letters, proposals and company documentation according to pre-approved templates
- Accountable for all office equipment such as scanners, copiers, and printers
- Run errands and complete general clerical tasks like proofreading, travel arrangements and calendar management for all departmental staff

French

Russian


English

## EDUCATION

 Biloa University, Online


May 2019 – May 2019

Degree: Bachelor's Degree in Business Administration

 International Association of Administrative Professionals (IAAP),  
Minneapolis


June 2016 – August 2016

Degree: Certified Office Assistant

 Project Management Institute (PMI), Dallas

February 2010 – October 2010


Degree: Certified Associate in Project Management

 Certified Administrative Professional (CAP), Columbia

September 2010 – December 2010

Degree: International Association for Administrative Professionals (IAAP)

## COURSES

 English for Business Course, Udemy, Online, Udemy, Online

February 2009 – July 2009