

Michelle White



Secretary

Address	1515 Pacific Ave, Los Angeles, CA 90291, United States	Email	email@email.com
Place of birth	San Antonio	Nationality	American
Driving license	Full	Links	LinkedIn , Facebook

01 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.

02 EMPLOYMENT HISTORY

01/2018 – 05/2019

Legal Secretary at Sanderson & Partners

Boston

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

02/2016 – 12/2017

Department Secretary at Chicago State Construction Company

Chicago

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

03 EDUCATION

05/2019 – 05/2019	Biloa University Bachelor's Degree in Business Administration	Online
06/2016 – 08/2016	International Association of Administrative Professionals (IAAP) Certified Office Assistant	Minneapolis
02/2010 – 10/2010	Project Management Institute (PMI) Certified Associate in Project Management	Dallas
09/2010 – 12/2010	Certified Administrative Professional (CAP) International Association for Administrative Professionals (IAAP)	Columbia

04 SKILLS

Creative Writing	● ● ● ● ● ●	Proofreading	● ● ● ● ● ●
Reporting	● ● ● ● ● ●	Time Management	● ● ● ● ● ●
Critical Thinking	● ● ● ● ● ●	Decision-making	● ● ● ● ● ●
Office Administration	● ● ● ● ● ●	Short Hand Writing	● ● ● ● ● ●
Audio Transcribing	● ● ● ● ● ●	Calendar Management	● ● ● ● ● ●

05 COURSES

02/2009 – 07/2009	English for Business Course, Udemy, Online at Udemy, Online
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06 LANGUAGES

French	● ● ● ● ● ●	Russian	● ● ● ● ● ●
English	● ● ● ● ● ●		

