

Michelle White, Secretary

1515 Pacific Ave, Los Angeles, CA 90291, United States, email@email.com

Place of birth	San Antonio	Driving license	Full
Nationality	American		

LINKS [Linkedin](#), [Facebook](#)

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

Jan 2018 – May 2019 **Legal Secretary, 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

Feb 2016 – Dec 2017 **Department Secretary, 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
-

EDUCATION

May 2019 – May 2019 **Biloa University, Bachelor's Degree in Business Administration** Online

Jun 2016 – Aug 2016 **International Association of Administrative Professionals (IAAP), Certified Office Assistant** Minneapolis

Feb 2010 – Oct 2010 **Project Management Institute (PMI), Certified Associate in Project Management** Dallas

Sep 2010 – Dec 2010 **Certified Administrative Professional (CAP), International Association for Administrative Professionals (IAAP)** Columbia

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

COURSES

Feb 2009 – Jul 2009 **English for Business Course, Udemy, Online, Udemy, Online**

LANGUAGES	French	Highly proficient	Russian	Highly proficient
	English	Native speaker		