

# MICHELLE WHITE

SECRETARY

## INFO

### ADDRESS

1515 Pacific Ave, Los Angeles, CA  
90291, United States

### EMAIL

email@email.com

### PLACE OF BIRTH

San Antonio

### DRIVING LICENSE

Full

### NATIONALITY

American

## LINKS

[Linkedin](#)

[Facebook](#)

## SKILLS

Creative Writing

● ● ● ● ○

Proofreading

● ● ● ● ○

Reporting

● ● ● ● ○

Time Management

● ● ● ● ○

Critical Thinking

● ● ● ● ○

Decision-making

● ● ● ● ○

Office Administration

● ● ● ● ○

Short Hand Writing

● ● ● ○ ○

Audio Transcribing

● ● ● ○ ○

Calendar Management

● ● ● ○ ○

## 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, Sanderson & Partners

Boston

Jan 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, Chicago State Construction Company

Chicago

Feb 2016 – Dec 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

## LANGUAGES

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French



Russian



English



- 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

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**Biloa University, Bachelor's Degree in Business Administration**

Online

May 2019 - May 2019

**International Association of Administrative Professionals (IAAP), Certified Office Assistant**

Minneapolis

Jun 2016 - Aug 2016

**Project Management Institute (PMI), Certified Associate in Project Management**

Dallas

Feb 2010 - Oct 2010

**Certified Administrative Professional (CAP), International Association for Administrative Professionals (IAAP)**

Columbia

Sep 2010 - Dec 2010

## COURSES

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

Feb 2009 - Jul 2009