



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



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

Jan 2018 – May 2019 📍 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

Department Secretary, Chicago State Construction Company

Feb 2016 – Dec 2017 📍 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

Short Hand Writing



Audio Transcribing



Calendar Management



Languages

French



Russian



English




- 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

Biloa University, Bachelor's Degree in Business Administration

May 2019 - May 2019  Online


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

Jun 2016 - Aug 2016  Minneapolis

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

Feb 2010 - Oct 2010  Dallas

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

Sep 2010 - Dec 2010  Columbia

Courses

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

Feb 2009 - Jul 2009