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# CASE ASSISTANT RESUME

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## Objective:

To obtain a Case Assistant position which will challenge me and help the organization continue to be successful.

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## Summary of Skills:

- Ability to effectively manage multiple projects and priorities
  - Strong attention to detail
  - Good customer service skills, both internal and external
  - Ability to lift up to 30 lbs. such as files and boxes
  - Strong MS Office skills specially Word, Excel and Outlook
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## Work Experience:

Case Assistant  
Bowman and Brooke LLP, Romeoville, IL  
August 2005 to till date

- Managed cases and files that included file closures.
- Reviewed extensive technical literature in a timely manner.
- Maintained generic files and assisted in trial preparation.
- Assisted in maintaining witness database as well as maintained exhibits.

Case Assistant  
Esquire Solutions, Romeoville, IL  
May 2000 to July 2005

- Supervised appropriate vocational, educational and recreational activities.
  - Facilitated client integration.
  - Increased functioning which was within the home and the community.
  - Assisted in providing primary support to the residential placements.
  - Ensured that the behavior management techniques and care provided were appropriate and safe.
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## Education:

Bachelor's Degree in Social Work  
University of Utah, Salt Lake City, UT

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