
LAW OFFICE ASSISTANT RESUME

Objective:

Seeking the Law Office Assistant position where I can apply my experience and efficiently contribute to the company's growth.

Summary of Skills:

- Ability to handle multiple office tasks within defined deadlines
- Ability to effectively deal with people who are under stress
- Ability to answer phones, greeting clients, schedule closings with client
- Ability to work calmly and productively under frequent deadline pressure
- Ability to change priorities in a distracting, fast-paced work environment

Work Experience:

Law Office Assistant
Secretary at Law, Missoula, MT
August 2005 to till date

- Typed and formatted a variety of legal documents.
- Prepared general correspondence.
- Entered and received information from an electronic database, quickly and accurately.
- Maintained file and performed photocopying and filing.

Law Office Assistant
My Justice Career, Missoula, MT
May 2000 to July 2005

- Prepared legal documents such as pleadings and correspondence in draft.
- Formatted and finalized appellate and replied briefs using proper legal citation format and text-marking system.
- Located file documents and prepared excerpts with tables of contents and created tables of authorities.
- Prepared and provided discoverable materials to appropriate parties.
- Recorded tapes, machine transcription and computer generated data.

Education:

Bachelor's Degree in Paralegal Studies
St. Francis University, Loretto, PA

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