
Legal Administrative Specialist Resume

Job Objective

To use my skills, training and experiences to secure a position as a Legal Administrative Specialist with a reputable company in the business.

Highlights of Qualifications:

- Hands on experience in managing various veterans benefit programs
 - Outstanding knowledge of veterans and related benefits
 - Sound knowledge of legislative opinions and programs
 - Immense ability to communicate efficiently with people on phone
 - Exceptional ability to work on computer programs such as pyramid and e counsel
 - Amazing communication skills in both oral and written forms
 - Skilled to interpret court decisions regarding program
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Professional Experience:

Legal Administrative Specialist
Volvo Group North America, Appleton, WI
May 2006 – Present

- Provided support to legal department in managing all litigation and transactional processes.
- Prepared contracts using standard forms and monitored effective execution at various stages.
- Managed various documents, proofread it and assisted in effective navigation.
- Monitored inquiries from both internal and external contacts and prepared required communication.
- Administered efficient work of office support staff on a regular basis.
- Coordinated with both administrative and managerial department for developing new procedures.
- Ensured confidentiality of all information.

Legal Administrative Specialist
Discovery Communications Inc., Appleton, WI
March 2003 – April 2006

- Coordinated with various departments and prepared detailed calendars and events for organization.
 - Prepared and corrected legal documents as requested by attorney.
 - Maintained records of paid invoices and processed it effectively.
 - Monitored all inquiries related to invoice and ensured its timely resolution.
 - Provided technical support to all end users.
 - Managed various legal meetings and assisted in making travel arrangements if required.
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Education:

Bachelor's Degree in Legal Studies
Hill College, Hillsboro, TX
Master's Degree in Law
Saint Olaf College, Northfield, MN

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