
Legal Administrator Resume

Job Objective

To use my ability to work well with people and special skills to fill a Legal Administrator position with right organization.

Highlights of Qualifications:

- Remarkable experience with varied legal matters and documents
 - Huge knowledge of word processing
 - Deep knowledge of legal terminology, office practices and municipal procedures
 - Familiarity with legal research procedures
 - Amazing ability to conduct routine legal research
 - Outstanding ability to maintain effective working relationships
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Professional Experience:

Legal Administrator
Keynote Systems, Garfield Heights, OH
November 2007 – Present

- Supervised administrative support processes.
- Processed invoices from outside law firms.
- Imparted full-range of document support.
- Formulated filing systems and imparted support for registrations.
- Outlined expense reports and made travel arrangements.

Legal Administrator
Robert Half Legal, Garfield Heights, OH
December 2003 – October 2007

- Bargained contracts and aided existing contract procedures.
 - Managed contracts database and executed general corporate maintenance.
 - Maintained corporate investment files and litigation files.
 - Coordinated with Chief Investment Counsel.
 - Administered outside counsel and imparted general legal support.
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Education:

Bachelor's Degree in Law
Hebrew College, Newton Centre, MA

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