
LEGAL EXECUTIVE ASSISTANT RESUME

Objective:

To obtain the position as Legal Executive Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

Summary of Skills:

- Ability to handle confidential situations and material of a sensitive nature
- Ability to review and edit prepared documents for accuracy
- Ability to draft routine contracts and legal agreements
- Ability to assist with preparation of legal documents
- Ability to create and maintain filing systems for paper and electronic documents
- Ability to handle many types of personalities and stressful situations

Work Experience:

Legal Executive Assistant
Asurion, Grand Rapids, MI
August 2005 to till date

- Recorded meeting minutes and maintained all Board-related materials.
- Distributed correspondence, contracts, memoranda, mailings and other legal documents and reports.
- Prepared expense reports and monitored legal department budget.
- Managed calendar and assisted in meeting deadlines.
- Coordinated meetings and booked international and domestic travel arrangements.

Legal Executive Assistant
Paramount Staffing, Grand Rapids, MI
May 2000 to July 2005

- Processed and coded invoices from outside counsel for payment by Accounting.
- Drafted and reviewed correspondence, various agreements, legal and business related documents.
- Prepared agendas, transcribed minutes and action items.
- Scheduled and managed various meetings.
- Maintained organization charts for company and departments for posting on the intranet.

Education:

Associate Degrees in Paralegal Studies
University of South Alabama, Mobile, AL

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