
Legal File Clerk Resume

Job Objective

Seeking a Legal File Clerk position in a stable company where I can use my skills to benefit the company.

Work Experience:

Legal File Clerk, May 2004 – Present
McKesson, Sarasota, FL

- Received and delivered projects to various staff throughout the firm.
- Worked on special projects as directed.
- Managed to prepare and completed paperwork.
- Managed to search through Legal Search Engines.
- Prepared and filed trademark applications.
- Organized, assembled and managed files.

Legal File Clerk, March 2002– April 2004
Koch & Trushin, Sarasota, FL

- Cataloged box dated files in for storage.
 - Compiled and filed legal documents appropriately.
 - Maintained projects from beginning to end.
 - Distributed files appropriately to paralegals or legal secretaries.
 - Computed data, filed and copied specific documents.
 - Managed to be comfortable in multitasking and obtaining varied projects.
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Summary of Qualifications:

- Profound knowledge of court and legal practices and procedures
 - Ability to understand and interpret codes, statutes, and policies and procedures
 - Ability to maintain and process the files related to legal
 - Ability to understand oral and written instructions
 - Profound ability to convert routine legal forms, reports and correspondence
 - In-depth ability to retrieve and file standard files weighing up to 60 lbs
 - Proficient in Microsoft Office Suite (Excel, Microsoft Power Point, Microsoft access)
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Education:

Associate Degree in Paralegal Studies, Community College of Rhode Island, Warwick, RI

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