
Legal Runner Resume

Job Objective

Highly-motivated Legal Runner seeking position with company in which to put my experience to good use.

Highlights of Qualifications:

- Substantial experience in search engines and legal documentation
 - Good knowledge of legal research databases such as Westlaw
 - Conceptual knowledge of MS-Office package and Internet
 - Thorough understanding of organization of legal case files
 - Sound ability to provide outgoing mail to courier office
 - Technical ability to interpret legal terms
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Professional Experience:

Legal Runner
ABC Legal Services Inc., Miramar, FL
August 2012 – Present

Responsibilities:

- Provided assistance in filing and mailing of deliveries.
- Participated in data entry and answering phone calls.
- Assisted in delivery of time-based documentation to courts.
- Implemented photocopying of documents and print materials.
- Maintained inventory of office supplies by restocking.
- Executed scheduling of conference rooms as per appointments.

Legal Runner
Butler Snow, Miramar, FL
May 2009 – July 2012

Responsibilities:

- Assisted in setting up of conference rooms and kitchen area.
 - Provided assistance in copying and mail distribution for legal personnel.
 - Participated in delivery of legal documentation to office areas.
 - Maintained inventory of kitchen items in respective area.
 - Implemented answering of various telephone lines.
 - Executed filing and scanning of all documents for record purpose.
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Education:

Associate Degree in Business Management
Garden City Community College, Garden City, KS

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