
Legal Secretary Trainee Resume

Job Objective

Looking for a position as Legal Secretary Trainee where my expertise and past experience can be fully utilized.

Highlights of Qualifications:

- Profound knowledge of modern office practices, procedures and equipment
 - Extensive knowledge of complex filing systems and legal court procedures
 - Familiarity with principles and practices of bookkeeping and record keeping
 - Thorough knowledge of the legal process and common terminology
 - Ability to read and understand rules and regulations
 - Ability to prioritize work and meeting strict deadlines
 - Proficient in performing research
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Professional Experience:

Legal Secretary Trainee
Chickasaw Nation Industries, New York, NY
January 2009 – Present

- Collected information and prepared legal documents.
- Verified citations information.
- Evaluated new cases and scheduled interviews with law enforcement personnel.
- Received and responded to telephonic calls and visitors.
- Responded to queries and provided information on legal actions and practical inquiries.

Legal Secretary Trainee
Bowman Personnel, New York, NY
March 2004 – December 2008

- Prepared oral presentations and written reports.
 - Determined and organized facts and evidence.
 - Interviewed clients regarding complaints, depositions and statements.
 - Determined and investigated evidentiary problems.
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Education:

Bachelor's Degree in Legal Studies
Central Michigan University, Mount Pleasant, MI

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