
Legal Support Resume

Job Objective

Looking for a position as Legal Support Supervisor in a company that provides an open environment with many opportunities for continuous growth.

Summary of Qualifications:

- Sound knowledge of legal terminology and profound experience in the legal processes
 - Familiarity with financial planning and legal department administration
 - Proficient with Microsoft Applications (Word, Excel and Outlook)
 - Skilled in preparing legal forms and related documents data entry and filing
 - Great ability to implement discretion
 - Fluent in English, Spanish, French and Japanese
 - Profound ability to plan, organize, prioritize and multi-task with excellent time management skills
 - Remarkable ability to identify problems, evaluate options and implement solutions
 - Excellent communication skills
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Work Experience:

Legal Support, August 2005 – Present
CA State Personnel Board, Sepulveda, CA

- Managed to enter and record all updates received from attorneys.
- Advised and prepared documentation on the legal aspects of setting up a new business.
- Ensured that the legal process expectations are met and the business and financial goals are obtained.
- Managed to prepare appropriate documents for the conveyance of litigation work concerning property.
- Maintained and updated attorney directory and attorney exception journal.

Legal Support, May 2000 – July 2005
Protective Life Insurance, Sepulveda, CA

- Ensured to create & update files regarding garnishments.
 - Arranged weekly reports for meeting between manager and legal adjusters.
 - Ensured to timely update attorney statistics and assist on any special projects.
 - Coordinated with work associates from legal practices, banks and courts.
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Education:

Bachelor's Degree in Law, Wentworth Institute of Technology, Massachusetts, MA

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