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## Legal Word Processor Resume

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### Job Objective

Seeking a Legal Word Processor position using my years of experience and training.

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### Highlights of Qualifications:

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- Strong experience in animating and professional editing slide presentations
  - Profound knowledge of job tracking system and timekeeping for legal matters
  - Deep knowledge of preparing legal documents in word processing
  - Familiarity about advanced software used for transcribing tapes and document conversions
  - Proficient in Adobe Acrobat and MS Office
  - Immense understanding of legal procedures followed in court
  - Ability to transcribe tapes, scan and clean documents, and convert documents to and from different software packages
  - Ability to deliver best possible quality work and upholding confidential nature of legal documents
  - Ability to edit and animate slide presentations
  - Ability to work in team and have congenial professional relations
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### Professional Experience:

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Legal Word Processor

Adams & Martin Group, Miami, FL

August 2007 – Present

- Prepared, monitored and formatted legal documents complex in nature.
- Developed Tables of Contents (TOCs) as well as Tables of Authorities (TOAs).
- Converted effectually legal documents from Adobe PDF to Microsoft Word.
- Created important legal documents for clients in MS Office following client specifications and marcos norms.
- Checked documents to assure all expectations of client are fulfilled within given timeframe.
- Ensured appropriate workflow rules and regulations are followed.
- Prepared legal documents after effectual scan using scanner equipment and clean up utilizing relevant software.

Legal Word Processor

Beacon Hill Staffing Group, LLC, Miami, FL

May 2004 – July 2007

- Provided assistance in word processing to legal department staff, lawyers secretaries and paralegals.
  - Ensured accurate preparation of legal documents after apt drafting, editing, formatting, proofreading available data.
  - Developed complicated documents in adherence with given specifications utilizing advanced software and word processing knowledge.
  - Used various software packages to transcribe tapes and converting documents.
  - Prepared financial statements, slide presentations, flow charts and other papers as assigned.
  - Recovered effectually legal document corrupted files as required.
  - Managed and monitored documents along with information confidential in nature.
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### Education:

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Bachelor's Degree in Business

Davis & Elkins College, Elkins, WV

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