
LITIGATION ASSISTANT RESUME

Objective:

To obtain the position of Litigation Assistant position.

Summary of Skills:

- Remarkable experience in filing cases, motions, trial and appeal
 - Profound knowledge of Rules of Civil Procedure
 - Proficiency in the use of Excel, Zotero and OCLC Worldcat
 - Ability to research law journals and identify relevant references
 - Ability to negotiate settlement through arbitration and mediation
 - Outstanding interpersonal, oral and written communication skills
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Work Experience:

Litigation Assistant
Fox Entertainment Group, McLean, VA
August 2005 to till date

- Maintained all schedules for attorney; administering typing letters, transcribing etc.
- Prepared simple motions; and received and transmitted responses.
- Attended trials; mediated with clients and handled telephones.
- Assisted with client intakes and case status.
- Ensured to schedule notices for depositions.

Litigation Assistant
Motorola, Inc., McLean, VA
May 2000 to July 2005

- Handled high volume and heavy case load.
 - Inquired case set up, and garnished requests.
 - Anticipated and provided accurate and meaningful reports.
 - Provided appropriate communication to keep interested parties informed on status.
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Education:

Bachelor degree in Paralegal Studies
University of Florida, Gainesville, FL

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