
Managing Clerk Resume

Job Objective

To obtain a Managing Clerk position in a company that will allow me to grow with the company.

Summary of Qualifications:

- Knowledge of the basic litigation docketing and calendaring process
 - Excellent ability to prepare and maintain appearance calendars
 - Extensive knowledge of Federal Rules of Procedure, Civil Practice Laws and Rules
 - Strong written and verbal communication skills
 - Excellent time management and organizational skills
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Work Experience:

Managing Clerk, May 2004 – Present
Werner Enterprises, Little Rock, AR

- Computed data into the firm's docketing and calendaring systems.
- Calculated rule-based litigation deadlines and provided daily and weekly calendar reports.
- Maintained Attorney's profile and Pro HAC admission database and electronic filing registration and password database.
- Assisted in researching procedural and administrative questions.
- Coordinated the filing and service of all court documents.
- Assisted other staff with research assignments and other administrative projects.

Managing Clerk, March 2002– April 2004
Aerotek, Little Rock, AR

- Supervised the Managing Clerk's office, to manage the daily operations of the litigation department.
 - Administered to drafting, serving and filing legal documents in accordance with Federal and State court rules.
 - Assisted bankruptcy and trusts and estates departments in court research and filing procedures.
 - Managed to docket all pleadings and arrange for appropriate filing within the firm's Record Department.
 - Maintained individual attorney appearance and firm calendars.
 - Maintained pleadings binders and docketing deadlines for all litigation matters in the firm.
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Education:

Associate Degree in Business Administration, Salt Lake Community College, Salt Lake City, UT

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