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# PERSONAL INJURY LEGAL ASSISTANT RESUME

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## Objective:

To obtain the position of Personal Injury Legal Assistant in a company where I can excel and further enhance my ability to succeed in the workplace.

## Summary of Skills:

- Sound experience in processing and managing new injury accident claims in a law firm
- Good keyboard skills and exposure to legal software
- Proven ability to relate well with attorneys and staffers
- Profound ability to think and act professionally

## Work Experience:

Personal Injury Legal Assistant  
Talis Group, Inc., Prattville, AL  
August 2005 to till date

- Converted digital dictation to documents.
- Administered proof reading, printing and mailing letters and documents.
- Drafted routine correspondence; and maintained file folders and filing.
- Maintained research files and organized files for storage.
- Managed trips to post office and other occasional office errands.
- Scheduled marketing meetings for principal attorney.

Personal Injury Legal Assistant  
Wayne Wright LLP, Prattville, AL  
May 2000 to July 2005

- Administered all phases of discovery, including interrogatories.
- Prepared motions, demand letters, responses, exhibits for trial etc.
- Managed to open, read and distribute mail.
- Computed diary dates.
- Managed scanning documents to case management system and distributed via email.
- Answered general office telephone line and scheduled and confirmed appointments and meetings.

## Education:

Associate Degree in Paralegal  
University of North Texas, Fort Worth, TX

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