

Name

25 Any Place, City, ST 00000
Tele: (999) 999-9999 - Cell: (999) 999-999
Email: email@gmail.com

Client Relations • Administration • Procedures • Documentation • Organization Legal • Accounts Receivable/Payable

Seasoned Executive Administrative Assistant with over 10 years experience instituting organizational strategies and technology to enhance speed and accuracy of administrative tasks. Self-starter who meets project deadlines and requirements while performing multiple tasks within fast-paced environments. Respond rapidly and appropriately to changing circumstances; evaluate problems, make astute decisions to effect positive change, and refocus on new priorities. Outstanding interpersonal communication skills; Strong computer literacy with a proven track record of mastering major computer applications and juggling a multitude of complex work assignments to meet firm demands.

KEY CREDENTIALS

- Executive Support
- Project Control & Management
- Dictaphone Transcriptions
- Scheduling & Event Coordination
- Support Staff Training
- Interpersonal Communications
- Correspondence & Presentations
- Advanced Call Screening
- Direct Mail Campaigns
- Executive Travel & Itinerary Arrangements
- Problem Identification & Resolution
- Confidential Records Management
- Typing 65-70WPM
- Meeting Minutes
- Diary Management
- Multi-line Telephone Systems
- Data Entry

EXPERIENCE CHRONICLE

Company, P.A., City, ST (1996-2003) - 2008-2009

Executive Legal/Administrative Assistant

- Multi-faceted role providing legal administrative support to the senior partners and management team.
- Maximized productivity by maintaining multiple calendars, scheduling meetings, coordinating travel both domestic and abroad, conferences and presentations.
- Alleviated senior partners' workload by handling contact with architects, engineers and clients. Prepared Tax appeals for residential and commercial real estate.
- Proactively responded to routine correspondence, emails and telephone calls to prioritize activity and reduce interruptions.
- Typed and prepared handouts and interoffice memoranda.
- Handled accounts receivables/payables, general ledger and billing services, as needed.
- Trained office support staff on office equipment and new technical programs. Mentored new employees on company objectives, business standards, and employee expectations.

Name
Resume
Page 2

LAW OFFICES OF ,LLC, City, ST 00000 - 2003-2008

Executive Land Use/Legal Assistant

- Directly reported to CEO and Senior Land Use Attorney; facilitated a broad range of administrative functions including travel arrangements, calendar management, and preparation of legal documents and correspondence.
- Designed templates to automate production of land use applications and other correspondence, reducing generation and turn-around time by 75 percent.
- Prepared monthly status reports monitoring more than 30 ongoing projects. Oversaw projects and progression by continually gathering information obtained from office records maintained, internet, clients, courts, engineers, architects, and staff.
- Transcription of legal documents and correspondence. Drafted moderate to complex legal document filing with the courts (i.e. land use applications, complaints, briefs, affidavits, will, memorandums, Orders, summonses, and subpoenas).
- Typed land use applications, compiled supporting documentation, drawings and shipped coherent packages to various municipalities for board meetings.
- Verified accuracy of every expense before issuing a request for payment.
- Prepared of public notices for publication in local newspapers.
- Used time slips and time matters for entering attorney's time and client billing.

TECHNOLOGY SUMMARY

Software

Microsoft Office, Microsoft Word and other Microsoft office applications, Word Perfect 12, Adobe, Omni Pro 12 Reader, Corel Office, Outlook, World Docs, Lexus Nexis Time Matters, Time Slips, electronic filing, Internet, and general knowledge of Excel.

Office

Ricoh, Konica and Lexmark printers, photocopiers, scanners; Meridian 16-line switchboard, faxes and PCs

EDUCATION & PROFESSIONAL DEVELOPMENT

Associates Degree, (Business Administration) 1982

Century Institute, City, ST

Additional Courses

Microsoft Office for Support Professionals, Creative and effective writing, Medical terminology and transcription

NOTARY PUBLIC

REFERENCES FURNISHED UPON REQUEST