

LEGAL SECRETARY / PARALEGAL – 5 years of experience

- AS, Paralegal Studies – Sullivan College, Lexington, KY
- Highly proficient in word processing, data entry, and Dictaphone transcription using Microsoft application software; noticed for maintaining consistently superior levels of accuracy
- Organized, efficient, and thorough; maintains flexibility in changing work assignments
- Perform well under stress, taking pressure off superiors and peers
- Proficient in the planning and execution of multi-faceted projects in time-critical environments
- Dependable and successful problem resolution and time-management solutions
- Outstanding record of performance, reliability, confidentiality and ethical business standards
- Computer skills include Microsoft Word 97, 2003, 2007 Windows XP, Word Perfect; familiarity with Excel, PowerPoint, and Access. Typing rate 90 WPM
- Complete resume and superior references available

Criminal / Civil Law, Powers of Attorney, Complaints, Domestic Relations, Divorce, Exhibits / Witness Lists, Affidavits, Adoption, QDRO, Subpoenas. Probate, Personal Injury, Motions, Wills, Client Interviewing, Orders, Estates, Real Estate, Research, Worker's Compensation, Mortgages / Deeds, Title Search.

Contact: sallysmith@yahoo.com; Louisville, KY - 555-555-0111