

[Your Full Name]

[Address Line] | [Phone Number] | [Email Address] | [LinkedIn Profile]

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Legal Secretary with [X] years of experience supporting attorneys and legal teams in fast-paced environments. Proficient in legal document preparation, case management, and client relations. Adept at managing confidential information and ensuring compliance with deadlines.

PROFESSIONAL EXPERIENCE

Legal Secretary

[Law Firm Name], [City, State] – [Month Year] – Present

- Prepare, proofread, and process legal documents including briefs, motions, and subpoenas.
- Coordinate and schedule appointments, meetings, and court dates for attorneys.
- Maintain organized files, records, and confidential information for active cases.
- Communicate effectively with clients, courts, and opposing counsel.

Legal Secretary

[Previous Employer], [City, State] – [Month Year] – [Month Year]

- Managed front desk, responded to client inquiries, and redirected calls as necessary.
- Assisted attorneys in legal research and document filing with the court system.
- Handled billing, invoicing, and maintained office inventory.

EDUCATION

[Degree or Certification]

[Institution Name], [City, State] – [Year Completed]

Relevant Coursework: [List Key Courses or Areas of Study]

KEY SKILLS

- Legal Documentation & Filing
- Case File Management
- Calendar & Appointment Scheduling
- Client Communication
- Confidentiality & Discretion
- Billing & Invoicing
- Microsoft Office Suite

CERTIFICATIONS

[Certification Title] – [Issuing Organization], [Year]

PROFESSIONAL AFFILIATIONS

[Association Name], Member, [Year–Present]