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| John Smith | | |
| Summary  Dedicated legal secretary with over 5 years of experience supporting attorneys in various areas of law. Proven ability to manage complex case files, coordinate schedules, and communicate effectively with clients and court personnel.  Work Experience  **Legal Secretary Jan 2020 – Present**  Johnson Law Group Chicago, IL   * Streamlined case management processes, reducing document retrieval time by 30%. * Facilitated communication between attorneys and clients, enhancing client satisfaction ratings.   **Legal Assistant Jan 2018 – Dec 2019**  Chicago Family Law Firm Chicago, IL   * Prepared and filed legal documents in a timely manner, ensuring compliance with court deadlines. * Assisted in the organization of trial exhibits, contributing to a successful case outcome.   Education Associate Degree: Paralegal Studies Jan 2017 *City College of Chicago**Chicago, IL*  certifications   * Certified Legal Secretary – National Association of Legal Secretaries – 2018 | Contact  (987) 654-3210  john.smith@example.com  Chicago, IL 60601  Skills  Case Management  Legal Research  Client Relations  Calendar Management  Document Drafting  E-Filing  Office Software Proficiency  Billing and Invoicing  Problem Solving  Confidentiality |