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| Emily Johnson | | |
| Summary  Experienced legal secretary with over 10 years of expertise in litigation support and office management. Recognized for exceptional organizational skills and ability to handle high-pressure environments while maintaining confidentiality and professionalism.  Work Experience  **Senior Legal Secretary Mar 2017 – Present**  Baker Associates Los Angeles, CA   * Led a team of 3 legal secretaries, improving departmental efficiency by implementing new document management systems. * Managed complex litigation cases, ensuring timely filing and compliance with all legal requirements.   **Legal Secretary May 2012 – Feb 2017**  Rodriguez Partners Los Angeles, CA   * Coordinated trial preparation, resulting in a 95% success rate in court cases. * Developed training materials for new hires, enhancing onboarding efficiency.   Education Bachelor of Science: Legal Studies Jan 2012 *California State University**Los Angeles, CA*  certifications   * Certified Paralegal – National Association of Legal Assistants – 2013 | Contact  (555) 123-4567  emily.johnson@example.com  Los Angeles, CA 90001  Skills  Litigation Support  Advanced Document Management  Client Liaison  Team Leadership  Scheduling and Coordination  Legal Software Proficiency  Billing Management  Process Improvement  Conflict Resolution  Training and Mentoring |