



OBJECTIVE

Be a member of an established firm where I can utilize my outstanding work ethic, solid word processing skills with attention to detail and accuracy, and be a team player to others.

KNOWLEDGE

Microsoft XP, 2000 Professional, Imanage and Hummingbird Docs Open Management Systems, Excel, Outlook 2010 and Winscribe Dictation System. Time Entry Programs: DTE, Rippe Web Time, Juris and Carpe Diem

EXPERIENCE



Temporary Contract Assignments - Legal Secretary

**Chicago, Illinois
August 14 to August 30, 2013**

- Worked short-term temporary positions at two law firms covering assignments of Secretaries during their absences.
- Revised legal documents in all practice areas; entered attorney time; maintain attorney calendars, compile closing binders and other tasks as needed by law firms.



Legal Secretary

**Chicago, Illinois
September, 2004 to October, 2012**

- Secretary to Partner who heads the secured lending and creditors' rights practice of the Firm. Worked for numerous associates during their employment with the Firm in the Real Estate, Probate, Litigation and Estate Planning practice areas.
- Create and revise all documentation required for secured lending transactions that involve formatting complicated and lengthy word processing documents, including but not limited to, Loan and Security Agreements, Mortgages, Assignment of Leases and Rents, Subordination Agreements, Written Consents, Notes, Unconditional Guaranties, Landlord Agreements, Negative Pledge Agreements. Work closely with banks and financing institutions involved in transactions.
- Worked with outside attorneys making their revisions to documents and performing redlined documents.
- Served as overflow secretary for all practice areas, including Litigation, Estate Planning, Probate and Bankruptcy.
- File UCC Financing Statements online; transcribe letters, documents and memos, etc. from dictaphone and Winscribe dictation system; enter attorney time and billing to clients.



**Floater Secretary
Temporary Contract Position**

**Chicago, Illinois
February, 2004 to September, 2004**

- As a floater, worked in all departments of the Firm, including but not limited to, Corporate and Securities, Intellectual Property, Litigation, Bankruptcy and Real Estate, while covering desks of secretaries during their absences.
- Typing and revision of all legal documents; transcribe letters and documents using dictaphone; work on overflow projects for the Secretarial Support Staff Department; enter attorney time; client billing.



**Special Assignment Legal Secretary
Temporary Contract Position**

**Chicago, Illinois
August, 2003 to February, 2004**

- Performed administrative and secretarial duties for attorneys in all departments of the Firm, including but not limited to, Corporate and Securities, Intellectual Property, Litigation, Bankruptcy and Real Estate, while covering desks of secretaries during their absences.
- Typing and revision of all legal documents; transcribe letters and documents using dictaphone; enter attorney time; client billing; work on overflow projects for the Secretarial Support Staff Department and perform administrative duties.

[REDACTED]
Special Assignment Legal Secretary
Temporary Contract Position

Chicago, Illinois
June, 2003 to August, 2003

- Work throughout all practice areas of the Firm, including Corporate, Environmental, Litigation, Intellectual Property, Bankruptcy, Real Estate and Trusts and Estates while assuming responsibilities of secretaries during their absences
- Prepare legal documents such as briefs, summonses, complaints, motions, interrogatories and subpoenas; transcription of documents, letters and memoranda using dictaphone; enter attorney time and client billing
- Perform administrative duties such as travel arrangements, conference calls and meetings and prioritization of mail

[REDACTED]
Legal Secretary

Chicago, Illinois
November, 1986 to September, 2002

- Secretary to Managing Partner and two Associates in the Tax Department
- Organization of numerous articles by various attorneys for typing, layout and formatting of the Tax Department quarterly newsletter and distribute to clients and potential clients
- Typed and revised Project Certificates, Tax Exemption Certificates, detailed research memoranda and other legal documents; composed letters to clients and transcribed memos, letters and clients' bills using dictaphone
- Maintained and organized legal documents from clients' transactions and assembled transcripts
- Worked closely with attorneys and clients in closing
- Located relevant cases in the Firm library to assist attorneys in their research
- Performed secretarial duties for Summer Associates during their assignment at the Firm
- Worked in all practice areas of the Firm while in the Secretarial Pool, including Corporate, Litigation, Health and Education, Municipal and Trusts and Estates

EDUCATION

Graduate of [REDACTED]

References are available upon request