

# SAMPLE EXECUTIVE ASSISTANT

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## Summary of Qualifications

Proactive, self-starting administrative assistant who leverages excellent research and organizational skills with a professional demeanor and service orientation. Extensive paralegal background demonstrates ability to multi-task and perform logistical, scheduling and time sensitive projects. Experienced at supporting senior executives with excellent time management and interpersonal skills. Highly effective at handling client-facing as well as internal responsibilities.

## Selected Accomplishments

- Managed scheduling and preparation of documents for over 100 depositions during significant securities fraud case
- Created mobile office to support 5 attorneys during international arbitration
- Developed firm-wide compliance procedure for case deadlines to be recorded in light of administrative procedures

## Skills

MS Office (Word, Excel, PowerPoint and Access)  
Adobe Professional  
NYS Notary Public  
Lexis/Nexis

## Professional Experience

### **Law Firm, New York, New York**

Executive Assistant

11/03-Present

- Support attorneys through research, scheduling, processing
- Proofread documents
- Heavy client contact with clients
- Organize and analyze client documents and electronic data
- Maintain calendars of court and case deadlines
- Create charts and indices, document productions
- Organize electronic and hard copy client files
- Draft correspondence and other legal documents

### **Fried, Frank, Harris, Shriver & Jacobson, New York, New York**

Senior Legal Assistant

5/01-11/03

- Proofread and assembled supporting documentation
- Drafted legal documents and correspondence;
- Coordinated electronic production of documents and creation of case databases
- Maintained large and complex case files

### **Mound, Cotton, Wollan & Greengrass, New York, New York**

Legal Assistant/ Administrative Assistant

7/97-5/01

- Administrative assistant to large legal staff
- Legal research
- Large scale document review
- Maintain calendar of important events

**Friedman, Wang & Bleiberg, P.C.**, New York, New York  
Legal Assistant

9/96-7/97

- Assisted in document production
- Proofread and edit briefs, letters, and memoranda
- Cite-checked and fact-checked legal documents

**Fordham College Dean's Office**, Bronx, New York  
Administrative Assistant

5/95-9/95

- Answered phones
- Maintained Dean's calendar
- Clerical tasks

### **Education**

**Fordham University, Bronx, New York**

9/92-5/96

Bachelors of Arts, Summa Cum Laude  
double major in Political Science and Psychology  
GPA – 4.0