**[Legal Secretary Assistant](https://www.postjobfree.com/resume/ad1fw7/legal-secretary-assistant-new-york-ny)**

**Location:**New York, NY

**Posted:**November 25, 2023

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**Resume:**

MICHELLE HUNT

Bronx, New York 10458 (347) 424-5519 Harlow323@gmail.com

PROFILE STATEMENT

A well-qualified legal secretary in a demanding environment. Proven strong interpersonal and communication skills coupled with the ability to prioritize and manage multiple complex responsibilities efficiently and accurately. An independent and self-motivated professional with solid knowledge of legal procedures.

EXPERIENCE

LAW OFFICES OF G. OLIVER KOPPELL & ASSOCIATES, Legal Secretary, NY, NY, Feb. 2018-July 2019

Legal Assistant to partner in preparation and eventual Court filing of petitions for letters testamentary, contracts, agreements, pleadings via e-mail correspondence to clients and opposing counsel.

Reception responsibility, scheduling of conference room, distributing mail to tenants, filing.

Monitor and maintain attorneys’ calendar.

Responsible for entering new matters, monthly Billing Statement distribution to all clients.

Entering all deposits and expenses in two computer systems.

Entering tenants’ building requests into Workspeed.

Responsible for upkeep and maintenance of office, office equipment and ordering supplies.

Obtaining building passes and ID’s for clients and new tenants.

RAFTER AND ASSOCIATES PLLC, Legal Secretary, NY, NY, Feb. 2015-Sept. 2016

Legal Assistant to associates in preparation of documents for Court with regard to insurance defense litigation practice.

E-Filing time sensitive documents for Federal and State Courts.

E-Mailing adjusters invoices and getting reimbursement for timely receipt of medical records in preparation for trial.

Receptionist duties including answering phones, handling incoming mail and packages.

FABIANI COHEN & HALL, LLP, Legal Secretary, NY, NY, Sept. 2009-Sept. 2014

Assisted Partner and associates in personal injury with the firm’s litigation practice in Federal and State Courts.

Prepared, organized, filed and served documents to support cases.

Draft correspondence and pleading documents under supervision of attorney

Entered attorney time information to ensure accurate client billing,

Performed essential office tasks such as screened calls, sorted mail and maintained executive calendar.

NEUFELD AND O’LEARY, Legal Secretary, NY, NY, Oct. 2008-March 2009

Assisted Partner and associates in preparation of trial documents for Federal and State Courts, Commercial, Trusts and Estates, Contracts, Litigation, Environmental and Real Property Law.

FINDER AND CUOMO, LLP, Legal Secretary, NY, NY, Dec. 2004-May 2008, March 1997-Sept. 2001

Assisted Partner and litigation attorneys in a personal injury firm preparing correspondence, memoranda of law, pleadings, motions and affidavits for two senior attorneys.

File maintenance; preparation of docket entries and calendars; assisted paralegals with correspondence and production of exhibits for legal documents.

Maintained telephone logs and prepared follow-up messages concerning same.

Maintained a diary for all secured postal transactions.

AMERICAN SATELLITE NETWORK, Administrative Assistant, NY, NY, June 1993-Feb. 1996

Provided assistance to Chief Financial Officer for large financial holding company.

Prepared and distributed investor-related materials.

Assisted in setting up presentations for Board Meetings; prepared correspondence, and made travel arrangements.

Responsible for the security and confidentiality of documents and stock certificates.

Handled telephone calls for accounting personnel by quoting stock prices and taking requests for information from stockholders; prepared quarterly financial statements, retrieved and provided daily banking information.

Also acted as liaison with the building staff in providing maintenance and repair to the office.

COLUCCI & UMANS, Legal Secretary, NY, NY, June 1992-June 1993

Assisted intellectual property attorneys in preparation of various legal documents.

Answered telephones; assisted in paying invoices; prepared preliminaries for billing; bank reconciliations; dictation and correspondence.

W. R. GRACE & CO., Senior Secretary, NY, NY, June 1987-August 1991

Assisted staff of fourteen professionals in the Corporate Financial Reporting Department in fulfilling their reporting requirements.

Statistical typing of all financial statements including in the Annual and Quarterly Reports to Shareholders as well as Forms 10K and 10Q.

Prepared monthly net income and quarterly balance sheet variance commentary for senior management; maintained all absentee reports, vacation schedules and confidential data.

SKILLS

Proficiency in Aderant, Word 6.0, WordPerfect 10, Lotus, Excel, Microsoft Windows 7, HotDocs, Adobe Acrobat, Timeslips, Verdict, Quicken. Other skills include document review, steno, fast longhand and use of Dictaphone transcript devices.

AREAS OF INTEREST:

Wild Bird Fund Volunteer

POTS (Part of the Solution – Homeless)

EDUCATION

Grace Institute, New York, New York

Secretarial Diploma

St. Barnabas High School, Yonkers, New York