
SUMMARY OF QUALIFICATIONS

Key Skills

- **Excellent Keyboarding Skills (70+ wpm with accuracy); Proficient in Microsoft Word, PowerPoint; Excel, Outlook Express, Access, Dreamweaver, Macromedia Flash, Adobe Photoshop, FTP, PC Law, and more;**
- **Strong Organizational Skills, Ability to Multi-task, Confident and Professional Demeanour;**
- **Work well under pressure;**
- **Strong communication and interpersonal skills;**
- **Above Average Internet Research Skills;**
- **Shorthand (100+ wpm)**
- **Extensive Experience Transcribing Audio with Verbatim Accuracy.**

Education

1986 to 1988

Legal Office Administration

FLEMING COLLEGE, Peterborough, Ontario

Received Howell Fleming Law Office Award for graduating as outstanding student in a Legal Office Administration Course.

Was on Dean's List for Academic Honours during all four semesters while at the College.

Work Experience

Personal Injury Law Firm

Draft and key in correspondence and legal documents, such as Statements of Claims, Affidavits of Documents, Motion Records, Trial Records, etc. Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage; Schedule appointments, meetings and conferences for employer; Create and maintain filing systems; Utilize knowledge of legal records and procedures and frequently control confidential material and documents; Enter attorney time sheets; Handle incoming client calls; Prepare and file court documentation according to the *Rules of Civil Procedure*, Determine and establish office procedures and routines; Attend conferences and take notes; Meet with clients to obtain information for file; Handle cheque requisitions; Provide main reception relief, Transcription.

**Litigation Assistant
August 2005 to Present**

Self Employed

Digital and Tape Transcription Business

Responsible for daily operation of the business which consisted of providing quick and accurate transcripts of FTP, 4-track, MP3, CD or .wav recordings (including court transcripts), maintaining strict client confidentiality, responsible for all dealings with clients, accounting, collecting payments, correspondence, etc.

**Owner/Operator
1999 to 2005**

General Practice Lawyer

Prepared and keyed in correspondence and legal documents such as deeds, Wills, affidavits and briefs, from handwritten copy, shorthand and machine dictation using computers. Handled real estate transactions from receipt of the Agreement of Purchase and Sale to completion of the final reporting letter. Routinely met with clients to have documents signed.

**Legal Assistant
1992 to 1999**

General Practice Law Firm

Prepared and keyed in correspondence and legal documents such as deeds, Wills, affidavits and briefs, from handwritten copy, shorthand and machine dictation using computers. Reviewed and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage; Scheduled appointments, meetings and conferences for employer; Set up and maintained filing systems; Utilized knowledge of legal records and procedures and frequently controlled confidential materials and documents; Opened and distributed mail and other material; Prepared monthly client billing and entered attorney time sheets; Handled incoming client calls; Determined and established office procedures and routines; Attended conferences to take notes; Made travel arrangements for out of town conferences and hearings; Performed relief reception duties; Handled real estate transactions from receipt of the Agreement of Purchase and Sale to completion of the final reporting letter. Routinely met with clients to have documents signed and obtain information for file.

**Legal Assistant
1988 to 1990**

