

Key Skills

- Excellent keyboarding and transcription skills (65+ wpm with accuracy);
- Advanced knowledge of Microsoft Word, PowerPoint, Excel, Access, Outlook Express;
- Experience with Dreamweaver, Front Page, Publisher, Macromedia Flash, Adobe Photoshop, FTR, PC Law, Pro-Law, DivorceMate, etc.
- Above average writing skills;
- Experienced in website building and uploading to web servers;
- Strong organizational skills, ability to multi-task and prioritize;
- Work well under pressure and easily adapt to change;
- Strong communication and interpersonal skills;
- Detail oriented, strong research and analytical skills;
- Above average Internet research skills;
- Shorthand (100+ wpm).

Education

1986 to 1988

Legal Office Administration

FLEMING COLLEGE, Peterborough, Ontario

Received Howell Fleming Law Office Award for graduating as outstanding student.

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

Work Experience

Litigation Legal Assistant

July 2011 to Present

TEMPORARY CONVALESCENT LEAVE: Draft and key in correspondence and legal documents, such as Affidavits of Documents, Application Records, Motion Records, Trial Records, Medical Briefs, Accident Benefits Briefs, Statements of Defence, etc., usually with strict deadlines; Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage; Schedule appointments, meetings and conferences for employer; Enter dockets; Handle incoming client calls; Prepare and file court documentation according to the *Rules of Civil Procedure*, Handle cheque requisitions; Transcribe dictation.

Court Recording Monitor

November 2010 to July 2011

Ensured the effective operation of all court-recording devices prior to and throughout proceedings; Recorded verbatim all proceedings for various levels of court; Maintained a written log of proceedings; Prepared transcripts of court proceedings and subsequently certified the accuracy of the transcripts; Ensured the safe delivery and storage of logbooks and electronic recordings of court proceedings; Ensured a paper trail that contributed to completion of cases; Liaised with judiciary, trial coordinator, clients, counsel, agency workers, police, interpreters, members of the public, and all parties in person, and by telephone to ensure the timely and effective use of the courts; etc.

Law Clerk - Personal Injury

August 2005 to October 2010

Drafted and keyed in correspondence and legal documents, such as Statements of Claims, Settlement Proposals, Affidavits of Documents, Application Records, Motion Records, Trial Records, Subpoenas, Medical Briefs, Accident Benefits Briefs, Statements of Defence, etc., usually with strict deadlines; Reviewed and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage; Disbursed settlement funds, including payment to third parties; Scheduled appointments, meetings and conferences for employer; Created and maintained filing systems; Utilized knowledge of legal records and procedures and frequently controlled confidential material and documents; Entered attorney time sheets; Handled incoming client calls; Prepared and filed court documentation according to the *Rules of Civil Procedure*, Determined and established office

procedures and routines; Met with clients to obtain information for file; Handled cheque requisitions; Provided main reception relief; Transcribed telephone voice messages and dictation provided by lawyers, etc.

Owner - Digital and Tape Transcription business

1999-2005

Responsible for daily operation of the business which consisted of, providing quick and accurate transcripts of cassette, videotape, 4-track, MP3, CD or .wav recordings; maintained strict client confidentiality; completed assignments with very strict deadlines; dealt directly with clients; collected payments; performed bookkeeping/accounting tasks; prepared correspondence; proofread documents; operated and maintained all business machines including fax, photocopier and a variety of transcription equipment; etc.

Legal Assistant - General Practice

1988-2005

Prepared and keyed in correspondence and legal documents such as Deeds, Wills, Affidavits, Corporate and Estate documents 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, etc.