

Jesse L. Thibodeaux

555 Main Street; Anytown US 55555; (555) 555-5555

Objective: Seeking a career opportunity to utilize my administrative/legal skills.

Experience: ABC Company

Legal Administrative Assistant

2006 to 2008

- Drafted/took transcription of dictation with desktop/laptop with former Chief Legal Counsel from November 2004 to June 2008.
- Arranged for all aspects of travel accommodations, domestic and international.
- Maintained electronic calendar/follow-up system.
- Maintained electronic and hard copy filing system using Excel database.
- Archived files to storage. Searched databases and retrieved archived files.
- Derived and increased customer service skills (from customer calls to BBB and AG complaints). Appeared on behalf of client in small claims court.
- Communicated and interfaced with various levels of management, both locally and internationally, increasing interpersonal skills.
- Prepared/responded to routine correspondence and e-mails involving sensitive and confidential information.
- Prepared expense reports.
- Assisted in monitoring contracts, NDAs for signatures and renewals.
- Maintained/updated law library.
- Worked through a successful move of the legal department within ABC, while assisting/coordinating through the transition to a new location.
- Increased experience in corporate and civil litigation support for corporate in-house environment involving sensitive and confidential documents.
- Provided assistance with corporate records/Minute Books.
- Provided assistance for financial billing records and budget reports.
- Provided assistance in updating monthly reports for VP and Corporate Counsel.

XYZ Corporation

Legal Administrative Assistant

2002 to 2005

- Interact day-to-day with clients, partners and/or associates as well as with fiduciary accountants
- Assemble and organize estate tax returns plus exhibits
- Assist with trust administration, preparation of documents for funding trusts, obtaining tax ID numbers, filing of formation documents for entities such as limited liability companies and limited partnerships
- Preparation of documents relating to trust terminations, such as: court petitions and related court documents, receipts and releases, and resignation, appointment and acceptance of trusteeship documents
- In connection with purchase properties, interact with attorney(s), title company, bank, broker, managing agent in an effort to bring the transaction to an efficient and organized conclusion
- Other responsibilities as they may be assigned from time to time.

DEF, Incorporated

Legal Administrative Assistant

1999 to 2001

- Assisted staff with daily needs such as miscellaneous projects
- General Administrative functions
- Provided support to bankruptcy department in a high volume, deadline atmosphere.
- Prepared various legal documents
- Daily communication with team members and clients in a professional manner
- Researching, reviewing and scanning all documents (mortgages, bankruptcy, foreclosures, exhibits, repurchase orders, demand letters, etc)

Education: New York High School
Diploma

New York, NY

References: Available upon request