Jonathan Miller  
555 Park Street City, State Zip  
(555) 555-5555 | jonathen.miller@example.com

**Career Objective**

To make a good career as a legal administrative assistant professional by utilizing the administrative skills adopted from my previous work experience.

**Key Skills**

* Great knowledge of bookkeeping and accountancy
* Excellent Clerical and administrative Knowledge
* Brilliant with numbers
* Excellent communication and interpersonal skills both verbal as well as written
* In depth knowledge of rules and regulations of interstate laws of trading
* Excellent typing speed of 85 Words Per Minute
* Ability of handling multiple phone lines promptly

**Educational Qualification**

* Completed one year advance diploma course in Cyber Laws from National Institute of Law, Atlanta in the year 2007 with A+ grade
* Accomplished a Bachelor of Law degree from St. Teresa college, University of Atlanta in commerce field with accountancy and bookkeeping as principle subject with distinction scoring 72% aggregate marks in the year 2006

**Computer Knowledge**

* Professional in computer handling.
* Thorough with the use of Microsoft office package i.e. MS Word, MS Excel, MS Access and MS Power Point
* Possess a Tally certificate. Expert in the use of all versions of "Tally"
* Can operate on multiple Operating systems such as UNIX, windows, Mac OS, Macintosh etc.
* Master in Internet usage

**Professional Experience**

Legal Administrative Assistant  
Cybage Cyber Law Solutions, Atlanta, GA  
June 2009 - till date

* To provide assistance to the legal administrative officer
* Handling of daily administration of the legal department
* Typing and managing all the legal documents like legal affidavits, reports, statements and other important documents
* Responsible for record keeping of all important documents
* Maintaining good communication with customers and clients
* To manage filing system and keeping records of all important files
* To study legal terminology and helping all the legal officers

Junior Legal Administrative Assistant

Thompson & Radcliff Law Firm, Atlanta, GA

June 2007 - May 2009

* To provide administrative and support to the legal department
* To assist the legal administrative manager and other legal officer
* Handling of all the daily operations of the legal department
* Responsible for all the clerical duties and activities like handling computer related work, preparing legal documents, answering mails phone calls
* To perform other duties as assigned
* Greeting and welcoming clients and providing them basic information about the organization

**REFERENCES:**

* + Name: Robert Martin  
    Post: Administrative Officer  
    Organization: Cybage Cyber Law Solutions, Atlanta  
    Phone No: - (555) 555-5555  
    Robert.martin@example.com
  + Name: Mark Taylor  
    Post: Administrative Manager  
    Organization: Cybage Cyber Law Solutions, Atlanta  
    Phone No: - (555) 555-5555  
    Mark.taylor@example.com