

Jonathan Miller
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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:

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