



# BRITTANY WEBBER

LEGAL ASSISTANT

## SUMMARY

Focused and dedicated candidate possessing a degree in Paralegal seeks to expand skills working in the legal field serving as an assistant to attorneys.

Excellent research and analytical skills, as well as a comprehensive knowledge of compliance and regulatory guidelines. I am seeking a position in which I can optimize workplace productivity and pursue personal professional growth.

I exhibit an exceptional work ethic and proven strengths in legal case management support. Strong multitasker skilled at managing high-volume, complex caseloads while consistently meeting deadlines.

## SKILLS

- Strong organizational Leadership
- Excellent organizational and communication skills with close attention to detail.
- Advanced Buying & Planning
- High level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Ability to gather and summarize data for reports, finds solutions to various administrative problems and prioritizes work.
- Ability to use standard office equipment, including personal computer, copier, scanner, typewriter, facsimile, telephone, dictation machine, etc.

## CONTACT



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<https://www.linkedin.co/resumesbot>

## EDUCATION

Master of Law Degree  
Southwest Texas Community College, 2016

## PROFESSIONAL EXPERIENCE

### LEGAL ASSISTANT

**McDonald Vaught & Rudolph LLP, Topeka, KZ**

SEPT. 2018 - PRESENT

- Handles the file openings and closings of cases including all the procedural steps
- Facilitating the attorney on mediations, arbitrations, and trials.
- Ensured proper filing of documents with regulatory authorities, courts, etc.
- Drafting documents under the supervision of the appointed attorney.
- Oversees management and maintenance of attorneys' files per the attorney's specifications including calendar responsibilities to ensure all deadlines are met;

### LEGAL ASSISTANT

**Iconix Brand Group, TX**

APR. 2016 - MAY 2018

- Communicated with clients regarding case processing and procedural issues
- Met assigned deadlines and communicate case progress to supervising attorney
- Handled administrative duties such as answering phones, making copies, filing, etc.
- Reported to Managing Partner
- Supported other attorneys

### PERSONAL ASSISTANT

**IWhistleblower - Attorney Brian Mahany, Houston, TX**

JUNE 2010 - DEC. 2012

- Scheduled all travel (flights, hotels, transportation, and restaurant reservations).
- Managed his calendar including booking meetings, court dates, and other events globally.
- Personal errands such as dry cleaning, paying bills, grocery shopping, scheduling personal appointments and also providing transportation to and from.

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