

Denise K. Larsen

1111 Tenth Avenue NE • Cedar Rapids, Iowa 52401 • Telephone: 555-1212

OBJECTIVE – To utilize the skills and knowledge I have acquired in the legal profession to succeed in a challenging career as a Legal Secretary.

SPECIAL SKILLS

- Extensive experience in civil litigation including insurance defense, personal injury, medical malpractice and dissolutions
- Excellent organization and coordinating capabilities
- Experience in large case management
- Self-motivated, continually seeks additional challenges and responsibilities

PROFESSIONAL EXPERIENCE

PETERS, CARLSON, DAVIS & POTTER, PC

Denver, CO (August 2005 to Present)

Legal Secretary

- Insurance defense, personal injury, construction defect
- Transcribe correspondence and pleadings
- Communicate with clients and other legal professionals
- Calendar trial schedule and discovery dates

ROGERS, FAVER, SMITH & BERG, PLC

Cedar Rapids, IA (June 2000 – July 2005)

Legal Secretary/Legal Assistant

- Insurance defense, personal injury, medical malpractice and dissolutions
- Monitor and update status of files including indexing of medical records, assist in preparation of correspondence and pleadings
- Organize discovery responses
- Schedule depositions
- Participate in trial scheduling conferences
- Communicate with clients, expert witnesses and other legal professionals

MCRAE & MCRAE, PLC

Cedar Rapids, IA (1997 – May 2000)

Legal Secretary

- Insurance defense, personal injury, motor carrier defense
- Transcribe correspondence and pleadings
- Communicate with clients and other legal professionals
- Calendar trial schedule and discovery dates

EDUCATION

Kirkwood Community College, Cedar Rapids, Iowa- Legal Assistant
Program University of Iowa, Iowa City, Iowa- Business Major

COMPUTER SKILLS Windows 2007, MS Word