

## **Denise K. Larsen**

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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 (September 2002 to March 2003)**

##### ***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 (October 1996 to August 2002)**

##### ***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 (February 1995 to October 1996)**

##### ***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

#### **BAILEY, CANN & CARPENTER, PLC**

**Cedar Rapids, IA (September 1987 to May 1991)**

##### ***Legal Secretary***

- Insurance defense, personal injury, medical malpractice
- Transcribe correspondence and pleadings
- Communicate with clients and other legal professionals

### **EDUCATION**

Kirkwood Community College, Cedar Rapids, Iowa- Legal Assistant Program

University of Iowa, Iowa City, Iowa- Business Major

### **COMPUTER SKILLS**

• Word Perfect 8.1, 9.0

• Windows 2000, MS Word