

Emma Sehr

Legal Administrative Assistant

✉ emma.sehr@gmail.com

☎ (897) 099-9295

📍 Smith Road, Charleston, WV
25311

Education

Legal Administrative Assistant Diploma at West Virginia University, WV

Sep 2015 - May 2019

Some skills I've learned are:
time management, organization,
taking minutes, transcribing,
scheduling, and customer
service.

Links

[linkedin.com/in/emmasehr](https://www.linkedin.com/in/emmasehr)

Skills

Typing

Filing

Answering phones

Scheduling appointments

Writing letters and memos

Proofreading documents

Languages

English

Bengali

Profile

I am a legal administrative assistant with over three years of experience in the field. I have worked for both small and large law firms, and have gained a wealth of knowledge in various areas of the legal field. I am extremely organized and detail-oriented, and possess excellent written and verbal communication skills. I am able to work independently as well as part of a team, and always take pride in my work.

Employment History

Legal Administrative Assistant at WV Department of Health and Human Resources, WV

Apr 2022 - Present

- Assisted in the organization and implementation of a new filing system for the office, which resulted in a more efficient and organized work flow.
- Created and maintained an up-to-date client database, which proved instrumental in organizing client information and improving customer service.
- Successfully completed projects within deadlines while providing high quality work product.
- Managed administrative duties such as scheduling appointments, preparing correspondence, and coordinating travel arrangements.
- Demonstrated excellent customer service skills by effectively communicating with clients and handling inquiries in a professional manner.

Legal Administrative Assistant II at West Virginia Board of Education, WV

Sep 2019 - Feb 2022

- Answered 1,200 phone calls per month.
- Completed 400 legal documents per month.
- Assisted in preparing for 4 court cases per week.
- Managed scheduling for 10 attorneys.
- Trained 2 new legal assistants.

Certificates

Certified Legal Administrative Assistant (CLAA)

Feb 2021

Registered Professional Reporter (RPR)

Mar 2019

Memberships

American Association of Legal Secretaries

National Association of Legal Assistants