

HILDRED KANDIL

Legal Secretary

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(927) 537-3246

Montana Ave, Billings, MT 59101



PROFILE

Over five years of legal secretary experience in a corporate law firm. Excellent organizational skills and the ability to multitask. Ability to take dictation, draft correspondence, and court documents. Familiar with e-filing procedures in state and federal courts. Experienced in managing attorney calendars, scheduling appointments, coordinating travel arrangements, and preparing expense reports

LINKS

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

SKILLS

Typing

Filing

Answering phones

Scheduling appointments

Writing letters and memos

Proofreading documents

LANGUAGES

English

Dutch

HOBBIES

Reading

EMPLOYMENT HISTORY

● Legal Secretary at Johns & Associates, MT

Jun 2022 - Present

- Negotiated a \$10,000 settlement in a civil suit.
- Drafted and filed 50+ legal documents.
- Organized and managed client files.
- Answered 60+ client phone calls per day.
- Scheduled 50+ appointments per week.

● Legal Assistant at Smith, Brown & Johnson, MT

Jul 2017 - May 2022

- Negotiated a \$10,000 settlement in a personal injury case.
- Reviewed and summarized 50 page discovery document in two hours for attorney.
- Wrote winning motion in opposition to summary judgment which was cited by the court in its opinion.
- Successfully managed docket of 150+ cases.
- Trained new legal assistant on policies and procedures.

EDUCATION

High School Diploma at Big Sky High School, MT

Sep 2012 - May 2017

I've learned how to study for and take tests, how to do research, and how to write essays.

CERTIFICATES

Certified Legal Secretary (CLS)

Dec 2020

Registered Professional Reporter (RPR)

Nov 2019

MEMBERSHIPS

National Association of Legal Secretaries

International Association of Administrative Professionals