

Lyne Adams

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Ten years of legal secretarial experience in a bank

OBJECTIVE

To work as a legal secretary in the legal department of a bank

PROFILE

Detail-oriented, thorough, discreet, self-starter, available, reliable, high tolerance to stress

PROFESSIONAL EXPERIENCE

Since Sept. 2005: *Corporate Services – Bank A*

Vancouver

- Organizing meetings, board of director meetings and general meetings
- Composing and revising various texts (mail, reports, legal documents, etc.)
- Filing and archiving documents and legal documentation

Jan. 2001 to June 2005: *Corporate and Legal Services – Bank B*

Richmond

- Secretarial duties: mail, telephone calls, updating of documentation
- Administrative follow-up of the Bank's various subsidiaries: prepared general meetings and board of director meetings, performed various tasks with respect to the Business Register
- Administrative follow-up of the insurance contracted by Bank B, managed insurance policies, handled contacts with brokers

Feb. 1998 to Dec. 2000: Administration and Finance Services – Bank C

Richmond

- Performed various traditional secretarial duties (e.g. time sheets, signatures, photocopies, forwarding documents)
- Composed letters and e-mails
- Served documents
- Updated, filed and archived documentation
- Followed up, via management charts, ongoing matters/procedures and active contracts/markets

EDUCATION

1997: Community college degree in legal administration, XXX College of Vancouver

COMPUTER SKILLS

Excellent proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)

Very good knowledge of Gestar document management software

Thoroughly familiar with CIDREQ and RDPRM legal sites

LANGUAGES

Perfect English and French

Basic Spanish and Mandarin

HOBBIES AND LEISURE ACTIVITIES

Skiing, mountain biking, tennis, badminton

Participated in the Vancouver half-marathon in 2007

Singing, painting

Volunteer with the Native Friendship Society (Vancouver)