

Michelle MARQUET

4000 Racine East
Edmonton, AL G3G 1F3
Tel.: (xxx) 111-5555
Cell.: (xxx) 222-5555

Areas of expertise

Professional training as a legal secretary:

- Typing: 60 wpm
- Coding, classifying and filing of various documents
- Civil proceedings
- Notarial acts
- English legal terminology
- Motions, inscriptions by default, points of law
- Contested divorces

Workplace-acquired skills:

- Greeting clients in person and on the phone
- Day planner management
- Billing, collection of payments and cash management
- In charge of deposits and withdrawals
- Call screening and message taking
- Writing and sending of routine e-mail, lawyers' bills, simple legal transactions (e.g. incorporation, petition for divorce)

Professional experience

- **Legal secretary** – Family mediation and matrimonial law
Company CCC, Edmonton 2017 to date
- **Legal secretary** – Civil and corporate law
Company BBB, Calgary 2016–2017
- **Secretarial internship** – Civil law
Company AAA, Calgary 2014–2016

Education and training

- Attestation of vocational specialization

- Diploma of professional studies in secretarial science
Des Fleures professional training centre 2016
- DEC in paralegal technology
College Bross 2014

Computer skills

- Word
- Excel
- Outlook
- PowerPoint
- Access
- Aliform
- Simply Accounting
- Juris Concept
- Internet

Language skills

- Excellent oral and written French and English

Personal qualities

- Fast learner
- Responsible
- Eye for detail
- Conscientious