

Leanna Wood

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Experience: **Craig L. Manchik & Associates, P.C.** **March 2011 - Present**
Legal Secretary

Types of law included:
Personal Injury
Nursing home
Medical Malpractice

Duties included: Scheduled depositions, prepared discovery, maintained daily calendar, opened and distributed daily mail, opened new files, answered phones, drafted letters, updated clients database, entered client billing, ordered medical records and bills, trained new employees, filed documents, and executed personal errands.

Sheridan Law, P.C. **April 2008 - September 2010**
Legal Secretary

Types of law included:
Probate
Bankruptcy
Real Estate

Duties included: Prepared client billing, entered time sheets and expense data, maintained daily calendar, prepared correspondences, scheduled appointments, processed client payments, deposited clients' checks, ordered all office supplies, opened and distributed daily mail, opened new files, closed files, updated clients' database, prepared and typed all court documents including: Wills, trusts, estate planning, pleadings, real estate documents, estate and probate documents, and court filings.

Trent & Butcher **October 2006 - April 2008**
Legal Secretary

Types of law included:
Personal Injury
Probate
Real Estate

Duties included: Ordered titles, surveys, payoffs for mortgages, interfacing with brokers, real estate agents, and appraisers' inspectors, prepared all closing documents and requirements. Administrative duties included copying, faxing, opening and distributing daily mail, interacting with clients directly, receiving medical information for the files, requesting medical records and bills, and scheduling depositions.

Education: **Robert Morris College - Orland Park** **1999 - 2001**
Associates Degree in Paralegal

Skills: Microsoft Excel, Word, Power Point, Access, Word Perfect 12, Transcribing dictation