





RONNA JACKSON

SENIOR LEGAL ASSISTANT

CONTACT

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(123) 456-7890 
Pittsburgh, PA 
[LinkedIn](#) 

EDUCATION

Associate of Arts
Communication
Community College of
Allegheny County
2004 - 2006
Pittsburgh, PA

SKILLS

Client Communication
Administrative Support
Detail Oriented
Teamwork
Microsoft Powerpoint

WORK EXPERIENCE

Senior Legal Assistant

Maria Cozzini LLC

2017 - current / Pittsburgh, PA

- Headed office operations, scheduling meetings for 25+ partners, attorneys, and paralegals
- Maintained workspaces, interviewing and hiring 3+ vendors for building management and cleaning
- Oversaw 10+ legal assistants and paralegals, assigning projects and cases daily
- Utilized legal databases to conduct thorough research for 60% of firm cases
- Awarded employee of the year in 2020 for ensuring office operations and case management was thoughtfully carried out

Legal Assistant

Ford Harrison LLP

2015 - 2017 / Pittsburgh, PA

- Handled research and drafting responsibilities for 3 full-time attorneys with 8+ clients at any given time
- Restructured invoicing system, initiating the use of Clio, saving the billing attorney 20+ monthly hours
- Customized billing statements for clients, providing detailed descriptions of services providing, removing confusion and eliminating 65% of client disputes
- Drafted 10+ types of legal documents and client communication forms, including affidavits, deposition notices, case pleadings, and subpoenas

Administrative Assistant

Wonder

2013 - 2015 / Pittsburgh, PA

- Collaborated with management on hiring 6 full-time employees, from job posting generating and resume reviews, to hiring and on-boarding processes
- Communicated timelines and appointments with clients, answering any questions and concerns they had within 3 hours
- Handled timelines and schedules for contractors, clients, and vendors across 3 job-sites generating \$50M in revenue
- Managed executive calendars, orchestrating work travel plans and coordinating 40+ yearly team-wide meetings