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Anita Baker

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Professional Summary

Experienced Personal Injury Legal Assistant who is persistent in following up on every detail of a case. Adept at accident scene research investigating existing information and keeping case files organized. Specializes in automobile injury cases and slip and fall cases.

Core Qualifications

- Experienced in evidence collection
- Persistent investigative skills
- Strong ability to maintain and organize case files
- Excellent communication skills
- Strong eye for detail
- Works well as part of a team
- Familiar with regional personal law statutes

Experience

Personal Injury Legal Assistant Eric Carr Law Firm

1/1/2010 - 7/1/2014
New Parkland, CA

- Responsible for starting and maintaining each new case file.
- Often on hand to take notes while attorneys discussed case details with clients.
- Assisted in collecting office correspondence and making sure it was distributed to the right personnel.

Personal Injury Legal Assistant Gordon and Pete

7/1/2008 - 1/1/2010
New Parkland, CA

- Managed the reception desk and was responsible for gathering and distributing all incoming correspondence as well as incoming phone messages.
- Created and updated a checklist for each case file and was responsible for monitoring that file until it was archived.
- Often ran errands to the local courthouses hospitals and doctor's offices that were associated with various cases.

Personal Injury Legal Assistant Franks and Thomas

6/1/2002 - 7/1/2008
New Parkland, CA

- Kept and updated the professional schedules of both of the firm's partners.
- Ran errands to local courthouses police stations and hospitals that had patients associated with cases.
- Organized and maintained case files.

Education

Associate's Degree - Legal Studies Small College

2002
New Parkland, CA

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