

Anna M. Robertson • Missoula, MT • (406) 552-5271

AnnaMontana514@yahoo.com

Skills: Certified typing proficiency at 70 wpm with zero errors; 10-key by touch; extensive transcription experience, proficiency with Microsoft Windows, Word, Excel, Outlook, PowerPoint, Adobe, Word Perfect, Mac-Pac, Quicken, QuickBooks, and various time-keeping programs. Experience with both PCs and Macintosh. Excellent spelling, grammar and proofreading skills.

Montana Notary Public

Work Experience:

3/2015 – 3/2018 Attorneys, Inc. P.C., Missoula, MT

Legal Assistant/Receptionist

- Greeted clients, answered multi-line phone and performed client intake interviews
- Typed and proofread attorney's legal documents and correspondence
- Filed documents with various courts
- Transcribed adjuster/client interviews
- Scanned, saved, Bates numbered and filed documents

Office Manager/Bookkeeper

- Contract renewals for equipment and advertising
- Liaison between vendors, contractors and owner
- Processed incoming/outgoing mail and ordered supplies
- Resolved technical issues with computers, copier and printers
- Full Charge Bookkeeper (A/P, A/R, payroll and quarterly and year-end taxes)

Property Manager

- 9 rental properties
- Received rents and updated payment spreadsheets
- Processed applications and did background and reference verifications
- Prepared Rental Agreements and met with new tenants for finalization
- Resolved tenant repair requests
- Sourced bids for remodel work

4/2014 - 11/2014 Moriarity & Badaruddin, PLLC, Missoula, MT

Legal Assistant/Receptionist

- Greeted clients, answered multi-line phone, performed client intake interviews,
- Processed incoming mail and prepared outgoing mail
- Prepared and proofread correspondence and pleadings
- Filed documents with various courts
- Scanned, saved, Bates numbered, redacted, organized and indexed case documents
- Travel arrangements

5/2007 - 6/2013 Littler Mendelson, PC, Seattle, WA

Legal Assistant

- Prepared and proofread attorney correspondence, memorandums and pleadings
- Scanned, saved, Bates numbered, redacted and filed case documents
- Filed documents with Federal, State and Appeals courts via ECF and paper filing
- Research
- Deposition scheduling and calendar maintenance
- Prepared expense reports and did travel arrangements

4/2001 - 9/2006 LeGros Buchanan & Paul, Seattle, WA

Legal Secretary

- Transcribed and proofread attorney correspondence, pleadings and investigations
- Scanned, saved, Bates numbered, redacted and filed case documents
- Filed documents with Federal, State and Appeals courts via ECF and paper filing
- Research
- Deposition scheduling and calendar maintenance
- Prepared attorney time entries and expense reports

11/1997 - 3/2001 Fishing Associates, Seattle, WA

Office Manager/Bookkeeper

- Full Charge Bookkeeper for five partnerships and one owner's personal accounts
- Tracked crewmember expenses and reconciled cannery and crewmember disbursements
- Personal Assistant to four owner/operators
- Heavy travel arrangements for owners and crewmembers
- Liaison between owners and government agencies, insurance agents, lawyers and banks
- Monitored and managed crewmember injury claims
- Interviewed potential crewmembers
- Ordered parts for Captains
- Computer maintenance on vessel computers

Education: 2+ years general study at Seattle Central Community College
Graduate of Flathead High School, Kalispell, MT