Rosalind Achterberg

Legal Assistant

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SUMMARY

Legal assistant with 6 years supporting employment litigation and real estate attorneys, managing calendars, correspondence and court filings for dockets of up to 60 open matters. Rebuilt the conflict-check intake form that halved new-matter setup time, and keeps two partners' hearing and deposition schedules running with no double bookings in 3 years.

EXPERIENCE

Legal Assistant — Fairbrook Lindqvist PLLC

Minneapolis, MN · Mar 2022 – Present

- Manage calendars for 2 employment litigation partners covering 60 open matters, scheduling around 25 depositions, mediations and hearings a month with no double bookings in 3 years.
- Format and e-file pleadings, motions and exhibits in Minnesota state court and the District of Minnesota CM/ECF system, with 1 rejected filing out of roughly 400.
- Redesigned the new-client intake and conflict-check form in Clio, cutting new-matter setup from about 40 minutes to 20.
- Prepare monthly pre-bills for 2 partners, catching an average of 12 time-entry errors per cycle before invoices reach clients.

Legal Secretary — Oberholt & Marsh

St. Paul, MN · Jun 2019 – Feb 2022

- Supported 3 real estate attorneys on about 15 commercial closings a month, assembling purchase agreements, title documents and closing statements from firm templates.
- Tracked 90 lease renewal and option deadlines for 8 landlord clients in a shared tickler calendar, flagging each one 60 days ahead.
- Answered and routed roughly 50 client calls a day, drafting call notes that let attorneys return calls without re-asking basic facts.

SKILLS

Court and filing: Minnesota e-filing (eFS), CM/ECF, Bluebook citation formatting, Bates labeling, service of process

Practice software: Clio, NetDocuments, Microsoft Word (pleading templates, tables of authorities), Adobe Acrobat Pro

Practice support: Calendaring and docketing, conflict checks, client intake, pre-bill review, closing document assembly

Office: Outlook, Excel, dictation transcription, 70 wpm typing

EDUCATION

A.A.S. Legal Administrative Assistant, Minneapolis College, 2019

Fictional example by FindAJobAI: the person, employers and numbers are invented.