

PATRICIA GONZALES
219-682-5617
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SUMMARY

Accomplished administrative professional with background in supporting executives and attorneys. Excellent skills, attention to detail, follow-through and work ethic.

PROFESSIONAL EXPERIENCE

Kaplan Saunders Valente & Beninati, LLP, Chicago
Administrative Assistant

December 2004–March 2017

- Assisted seven attorneys averaging 25 active cases at any given time.
- Made travel reservations.
- Created 35 cover letters for courts and clients monthly.
- Scheduled a minimum of 50 meetings and court dates monthly.
- Typed, formatted, revised and proofread 80+ pleadings, agreements and letters monthly.
- Prepared 40 reimbursement requests monthly.
- Revised Power Point presentations and revised Excel spreadsheets.
- E-filed 40 pleadings per month including the navigation of court websites.
- Entered attorneys' time worked on cases in to billing software.
- Created and maintained electronic and hard copy files.
- Communicated with clients and businesses via phone, email and in person.

Seyfarth Shaw, Chicago
Administrative Assistant

April 1999 – November 2004

- Performed all levels of administrative duties for a Senior Partner of a 300-attorney law firm who directed associates in the progression and resolution of cases.

OTHER SKILLS

- Typing 70 wpm
- Microsoft Word, Outlook Email & Calendaring, Adobe PDF, Excel, PowerPoint
- Workshare Compare redlining software

EDUCATION

- Purdue University Calumet - Continuing Education