**Kathy Yates**  
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864-224-3565  
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**Professional Summary**

I am a resourceful, problem-solver with strong organization and communication skills. I have a demonstrated ability to work successfully with diverse populations. I am focused on creating a friendly, professional atmosphere while maintaining high quality work and low overhead. I have 5 years experience in a legal setting and am well-versed in legal terminology. I am familiar with the filing requirements for both state and federal courts. I am willing and able to learn new skills and manage multiple responsibilities.

**Working Experience**

**Legal Assisitant**  
**Law Office of Peter Gables- May 2012 - April 2017**  
**Asheville, NC 28732**

**Responsibilities:**

- Managed client files and database for three senior partners with different practice areas.  
- Performed research in the areas of criminal defense, family law, and medical malpractice for attorneys’ use.  
- Drafted and filed affidavits, pleadings, and briefs in both state and federal courts.  
- Maintained communications with clients, opposing council, and court officials to ensure the timely settlement of cases.  
- Maintained attorneys’ schedules, including hearing, trial, and deposition dates.  
- Ensured attorney-client confidentiality in all written and oral communications and interactions.

**Achievements:**

- Created and implemented comprehensive support and training system for new hires.  
= Attained “Employee of the Month” title 3 times for the months of January 2013, October 2015, and May 2016).

**Office Administrator**  
**Peters & Peters, LLC - January 2007 - May 2012**  
**Asheville, NC 28732**

**Responsibilities:**

- Managed reception area, including communicating with clients over the phone and in person.  
- Maintained a clean working environment and assured that all office equipment was in proper working order.  
- Drafted meeting agendas and weekly reports utilizing Excel and Powerpoint.  
- Received and reviewed a high volume of internal and external communications, medical records, and client files.  
- Consulted with vendors to procure office supplies at the best prices.  
- Generated weekly schedules for management and staff.

**Achievements:**

- Implemented scheduling system that increased front office productivity by 25%.  
- Received promotion from Secretary to Office Administrator in 2009.

**Education and Academic Training**

Bachelor of Arts in English, 2007  
Marymount College, Asheville, NC, 28732

**Job Related Skills**

* Proficient in Microsoft Office Suite and Quickbooks.
* Experience with Relativity.
* In-depth working knowledge of legal procedures and terminology.
* Excellent communication and writing skills.

**General Skills**

* Words Per Minute (WPM): 95