
Law Firm Administrator Resume

Job Objective

To enhance the organization by using my past training and skills to secure a position as a Law Firm Administrator.

Highlights of Qualifications:

- Remarkable experience working in professional services firm
 - Huge knowledge of interaction with firm board and committees
 - Deep knowledge of office management position
 - Familiarity with IT systems maintenance and Ms Office
 - Amazing ability to coordinate with all levels of the organization
-

Professional Experience:

Law Firm Administrator
Booz Allen, Atlanta, GA
November 2007 – Present

- Administered and promoted morale among support staff.
- Supervised office policies and procedures.
- Handled employee benefits and monitored accounting functions.
- Reviewed Risk Management and handled cash flow and banking relations.
- Formulated semi-monthly payroll.

Law Firm Administrator
Mergis Group, Atlanta, GA
December 2003 – October 2007

- Outlined necessary staffing levels.
 - Formulated Monthly Reports for Shareholders.
 - Managed budgeting and forecasting models.
 - Aided special projects and outlined Internal and External financial statements.
 - Executed month-end closings and general ledger maintenance.
-

Education:

Bachelor's Degree in Business
Mount Union College, Alliance, OH

[Build your Resume Now](#)