

Angela S. Cook
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PROFESSIONAL EXPERIENCE:

**Office of the Attorney General
Legal Secretary to the Solicitor General**

**Atlanta, Georgia
October 2018 – PRESENT**

- Provide administrative support to the Solicitor General
- File pleadings, motions and other documents in the Appellate Courts (Court of Appeals, Circuit Court, Supreme Court of Georgia and the United States)
- Manage attorneys' calendars for hearings, depositions, and other client meetings
- Manage deadline trackers in Excel for all cases in the Appellate Courts
- Draft cover letters, pleadings, and other forms as requested

**Office of the Attorney General
Legal Administrative Assistant**

**Atlanta, Georgia
January 2016 – October 2018**

- Provided administrative support to multiple attorneys in employment litigation
- Filed pleadings and motions in multiple Court systems – electronic and paper
- Managed attorneys' calendars for hearings, depositions, and other client meetings
- Drafted cover letters, some pleading documents, and other forms as requested
- Utilized the CMS database to open and close files
- Scheduled couriers and process servers for expedited court filings, and court reporters for depositions
- Answered multi-line phones and routed phone calls appropriately
- Established and managed new litigation files
- Managed pleadings files for all litigation matters

**The Sladkus Law Group
Office Manager**

**Atlanta, Georgia
March 2015 – May 2015**

- Provided administrative support to multiple attorneys in intellectual property
- Assisted attorneys with various clerical tasks to meet litigation deadlines – drafted documents as requested, internet search for information pertinent to cases, ordered supplies and communicated with vendors
- Added new clients and matters using NetDocuments, an online document management software program

Garvish Immigration Law Group, LLC
Legal Secretary/Administrative Assistant

Atlanta, Georgia
July 2012 – February 2015

- Provided administrative support to multiple attorneys
- Scheduled appointments for visitors, new and established clients, and managed deadlines
- Ordered supplies, communicated with vendors
- Sorted and distributed incoming and outgoing mail, prepared correspondence as directed
- Created and managed files for new and established cases (online and hardcopy)
- Created new cases in INS Zoom and drafted USCIS forms online for petitions and applications.
- Assembled final packages for work visa petitions and green card applications being sent to the USCIS

Henry County Tax Commissioner's Office
Tax & Title Clerk

Stockbridge, Georgia
October 2008 – July 2012

- Assisted customers with vehicle registration (initial registration and annual renewals)
- Processed car titles from dealerships
- Collected payment for vehicle taxes, registrations, and other fees

SKILLS / SOFTWARE / PROGRAMS USED:

- MS Office (Word, Excel, PowerPoint, Publisher), Adobe Reader
- 65 wpm typing speed
- Electronic Filing Systems for the State, Superior, Federal, and Appellate Courts
- CMS File Database System
- INS Zoom Website (for immigration forms)
- USCIS (immigration website)

EDUCATION:

Georgia State University in Atlanta, Georgia
Expected Graduation: December 2023
Bachelor of Science Degree in Public Policy