

Helen Itabashi
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OBJECTIVE: Seeking a position as a Paralegal or Legal Secretary

SKILLS

- Over 15 years experience preparing litigation and corporate documents.
- Ability to organize, calendar, transcribe and type 77 wpm.
- Excellent take-charge skills: assist clients and manage law office without supervision.
- Professional attitude, highly responsible and committed to the success of the firm.

COMPUTER SKILLS

Microsoft Word, Outlook, WordPerfect, PowerPoint, Legal Solutions, Lexis/Nexis, Excel and Internet savvy.

ACCOMPLISHMENTS

Nordstrom – Redondo Beach, CA 12/1/2008 – 12/31/2008
Sales Associate, Men's Furnishings - Holidays.

- Surpassed monthly sales goal of department by 90 percent.
- Presented a professional image through appearance, software knowledge, and communication with customers and co-workers.

First Call Agency – Torrance, CA 10/2006 – 12/2006
Litigation Secretary, Personal Injury.

- Drafted motions and prepared discovery documents, calendared appearances, managed billing and administrative duties.

Law Offices of Robert L. Luty – Rolling Hills, CA 2/2005 – 6/2005
Office Manager, Legal Assistant. Personal Injury, Dental Malpractice.

- Drafted correspondence, pleadings, discovery, and trial notebooks, and assisted clients with document production.
- Calendared appearances, prepared bills and wrote checks.

Doherty & Catlow – Los Angeles, CA 4/2004 – 7/2004
Senior Legal Secretary. Personal Injury.

- Transcribed letters, motions, discovery, medical and deposition summaries resulting in decreased work overflow to 5%.
- Handled confidential mail for partner and calendared all appearances and trial dates on database.

Pranin & Muldoon. – Wilmington, CA 1/2003 – 3/2003
Paralegal, Senior Litigation Secretary. Longshoremen law.

- Composed letters, motions, discovery, subpoenas, and organized trial notebook.
- Upgraded organization of client files and assisted clients with discovery responses.

CareMore Medical Management, Inc. – Downey, CA 8/2001 – 11/2001
Corporate Paralegal. Healthcare.

- Started up the Legal Department for a health care corporation, developed and managed case files, created corporate binders and logs, attended meetings and prepared minutes.
- Proofread drafts of motions from co-counsel resulting in avoiding filing error with the Court.
- Provided office management and secretarial support to corporate executives.
- Reviewed 60 real estate contracts at a health care corporation and created a database to trace overdue leases resulting in \$20,000 savings for corporation.

En Pointe Technologies, Inc. – El Segundo, CA 07/1999 – 11/1999
Corporate Paralegal.

- Supported corporate governance, prepared minute books, drafted annual reports for the Department of State, and Securities and Exchange Commission.

State of California, Employment Development, Experience Unlimited 1/1997 – 12/1998
Chairperson, Marketing Committee – Torrance, CA

- Reviewed and critiqued resumes for approximately 100 professional members
- Developed follow-up survey that was mailed quarterly to 1000 companies in Southern California along with multiple mini-resumes of professionals seeking employment. Project resulted in a 25% response from human resource managers to fill jobs.

Law office of Reuben Spivey – Los Angeles, CA 2/1996 – 10/2006, 1998
Litigation Secretary. Personal Injury.

- Transcribed and prepared summons, complaints, motions, subpoenas and trial notebooks. Summarized medical reports utilizing nursing experience resulting in discovery of fraudulent lawsuit.

EDUCATION

University of California, Los Angeles, Psychology, B.A.

NON-PROFIT AFFILIATIONS

Toastmasters Club, Torrance, CA.

- Awarded for service as Public Relations Officer, Division A
- Marketing Team Manager, Division D, Southern California
- VP Membership, and Secretary
- VP Public Relations

Nisei Week Festival

- Director, Annual Charity Tennis Clinics