

Linda Alvarez

SECRETARY

Albuquerque, NM (505) 555-0185 linda.alvarez@email.com linkedin.com/in/lindaalvarez

SUMMARY

Secretary with 5 years of office experience, supporting 3 attorneys at an Albuquerque law firm. Prepares correspondence and transcription from dictation in Microsoft Word, handles calendar management for court dates and keeps client files under strict confidentiality. Fast typist with careful proofreading.

SKILLS

Other Skills: Microsoft Word, Microsoft Excel, Outlook, Transcription, Calendar Management, Correspondence, Filing, Proofreading, Confidentiality, Customer Service

EXPERIENCE

Secretary 01/2023 - Present
Rio Grande Law Group Albuquerque, NM
Civil litigation and estate planning firm with 9 attorneys.

- Draft **40+** letters, pleadings and transcription jobs a week from attorney dictation in Microsoft Word.
- Manage Outlook calendars for 3 attorneys, tracking 150 court dates and deadlines with no misses in 2025.
- Maintain 600 active client files under strict confidentiality, keeping paper and electronic filing in sync.
- Handle 50 client calls a day with clear customer service and accurate messages for each attorney.

Receptionist 06/2021 - 12/2022
Nob Hill Insurance Agency Albuquerque, NM
Family-owned insurance agency with 6 agents.

- Directed 70 calls a day to 6 agents and took detailed messages.
- Entered policy changes in Microsoft Excel trackers and mailed renewal notices to 400 clients a month.
- Rebuilt the front office filing system, sorting 12 years of paper records by policy number.
- Processed 25 new auto and home policy applications a week, checking every form for missing signatures.

Student Office Aide 08/2019 - 05/2021
Central New Mexico Community College Business Department Albuquerque, NM
Part-time campus job while earning an associate degree.

- Typed meeting minutes and memos for 8 faculty members at 70 words per minute.
- Scheduled 20 student advising appointments a week on the department calendar.
- Organized course records and grade change forms for 45 class sections each term.

EDUCATION

Associate of Applied Science 05/2021
Central New Mexico Community College Albuquerque, NM
Business Administration

CERTIFICATES

Accredited Legal Professional (ALP) 05/2023
NALS, the association for legal professionals