

Senior Executive Assistant

Sandra Linck

Professional summary

Highly skilled and detail-oriented Senior Executive Assistant with experience supporting legal executives in fast-paced environments. Expertise in managing confidential documents, coordinating meetings, and providing administrative support for legal teams.

Experience

Senior Executive Assistant to the General Counsel

2018 - Now

Barton Legal Group / Detroit, MI

- Provide comprehensive administrative support to the General Counsel and other senior executives in the legal department.
- Coordinate travel arrangements, including transportation and accommodations for business trips.
- Prepare materials for meetings and hearings, ensuring all documents are complete and well-organized.
- Maintain confidential legal files and records, adhering to compliance and confidentiality regulations.
- Assist in the preparation of legal reports and presentations for board meetings and corporate events.
- Facilitate communication between legal teams and external stakeholders, improving response times.

Executive Assistant to Senior Legal Counsel

2014 - 2018

Hall & Associates Law Firm / Detroit, MI


- Handled sensitive client communications, maintaining confidentiality and professionalism.
- Coordinated client meetings, legal consultations, and depositions, managing both logistics and documentation.
- Assisted with case preparation, organizing legal files, and gathering evidence and documents for ongoing litigation.


Legal Administrative Assistant


2010 - 2014

Smith & Johnson Attorneys / Westland, MI

- Provided support to legal team members by preparing documents, forms, and correspondence for clients.
- Managed the office calendar, coordinating meetings, depositions, and client consultations.
- Answered phone calls, responded to inquiries, and routed messages to appropriate team members.

 (734) 555-6789

 sandra.linck@gmail.com

 Westland, MI

Education

Associate of Applied Science in Paralegal Studies

Wayne County Community College – Detroit, MI

Graduated: May 2010

Certifications

- Certified Legal Assistant (CLA), National Association of Legal Assistants, Issued: 2022
- Notary Public, State of Michigan, Issued: 2014

Skills

Legal Document Preparation & Review	<div><div></div><div></div><div></div><div></div><div></div></div>
Calendar & Travel Management	<div><div></div><div></div><div></div><div></div><div></div></div>
Confidential File Management	<div><div></div><div></div><div></div><div></div><div></div></div>
Client & Stakeholder Communication	<div><div></div><div></div><div></div><div></div><div></div></div>
Contract Administration	<div><div></div><div></div><div></div><div></div><div></div></div>
Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)	<div><div></div><div></div><div></div><div></div><div></div></div>
Document Management Systems (iManage, NetDocuments)	<div><div></div><div></div><div></div><div></div><div></div></div>
Legal Research & Case Preparation	<div><div></div><div></div><div></div><div></div><div></div></div>