

# Anna Bianco

## **Legal Secretary**

Philadelphia, PA 19144

[anna72774@aol.com](mailto:anna72774@aol.com)

(484)-477-6650

Authorized to work in the US for any employer

## Work Experience

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### **Legal Secretary**

Law Office of Robert J. Casey, Jr. & Associates - Philadelphia, PA

March 2018 to Present

- Maintained utmost professional demeanor when speaking with clients
- Coverage for front desk receptionist as needed
- Managed incoming mail, email, answered multiple line telephone system, maintain attorney calendars
- Ordered and retrieved medical records
- Knowledge of Word, Outlook and Excel as well as case database programs used by individual employers
- Electronically file pleadings, motions, all documents, schedule and confirm depositions

### **Legal Secretary**

Law Office of Sue Ann Eckell

June 2008 to January 2018

- Scheduled and coordinated meetings, appointments, and depositions for multiple attorneys
- Assisted in training newly hired legal assistants
- Developed new filing and organizational practices
- Maintained utmost professional demeanor when speaking with clients
- Managed incoming mail, email, answered multiple line telephone system
- Entered case information into database and made updates when necessary
- Ordered and retrieved medical records
- Electronically filed pleadings, motions, documents

### **Assistant Director**

Tot-Time Inc

April 2003 to June 2008

- Managed facility in the director's absence
- Supervised large staff of teachers
- Handled time cards, tuition payments, entered data into database
- Greeted visitors and parents and provided tours of facility
- Ordered supplies, managed inventory
- Covered classrooms when needed
- Contacted parents and addressed their needs

### **Department Manager**

YMCA

September 1998 to April 2003

- Managed staff schedules
- Supervised child care employees
- Responsible for ensuring accuracy of employee time cards
- Submitting staff time for payroll
- Maintaining a professional relationship with parents

## Education

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### **Certificate**

PJA School

1993

## Skills

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Outlook, Filing, Receptionist, Billing, Word, Acrobat, Scheduling

## Certifications/Licenses

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### **Paralegal Certificate**

## Assessments

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### **Legal Skills — Proficient**

February 2019

Measures a candidate's ability to effectively assist practicing attorneys in the preparation for litigation proceedings.

Full results: [https://share.indeedassessments.com/share\\_assignment/sugenhrjc-nnk7vs](https://share.indeedassessments.com/share_assignment/sugenhrjc-nnk7vs)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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Volunteer at PAWS ( Philadelphia Animal Welfare Society)