

EDITH J. RITCHIE

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COMPUTER SKILLS

Software	Microsoft Windows, Word 2016, Filesite, Fine Reader, Outlook, Payne Office Assistant, Access, Advanced PowerPoint, Advanced functions Microsoft Excel, AIA, ECF, Javelin billing program, WorldDox, Doxsera, Sage Timeslips, Laserfiche, Adobe Photoshop, Advanced functions Adobe Professional, PDF Docs, Bates Labeling, Design Cycle, InTapp, Microsoft Publisher, Legal Anywhere, FirmEx, Concur, and WSM.
Skills	Interpersonal and organizational skills: works well with others, supportive, motivate others, share credit, counsel, cooperate and delegate effectively, trainable, eager to learn and excel, self-confident, accept responsibility, handle details, coordinate tasks, punctual, manage projects effectively, meet deadlines, set goals, plan and arrange activities and multi-task.

EXPERIENCE

4/17-Present	MDC of PA Inc. – Levittown, PA – Administrative Assistant – Construction Company, residential and corporate. Report to and work for the Owner Operator of the Company.
11/17 to 6/18	Ballard Spahr LLP, Philadelphia, PA - Administrative Assistant – Work with eight attorneys and one Paralegal in the Public Finance Department.
4/17-11/17	Drinker Biddle & Reath LLP – Philadelphia, PA – Night Word Processing Center/Document Support Technician Report to and work with local and satellite offices, also including all attorneys and legal assistants, etc., working with departments, Business Law, Real Estate, Corporate, Trademark and Litigation to assist with overflow of work and work requests.
11/15- 4/17	Klehr Harrison Harvey Branzburg LLP – Philadelphia, PA – Word Processing Center/Document Specialist Report to and work with three offices, including Philadelphia, New Jersey and Delaware, including all attorneys and legal assistants, etc., working with departments, Business Law, Real Estate, Corporate, and Litigation to assist with overflow of work and work requests.
6/15 to 11/15	Begley Carlin & Mandio, Langhorne, PA - Legal Assistant - Reported to one very busy Associate in the Business and Finance department working with Corporate and City Solicitor.
3/01 to 9/14	Ballard Spahr LLP, Philadelphia, PA - Administrative Resources Department/Legal Assistant/Document Specialist - with departments: Benefits, Business Finance, Estates, Litigation, Patent Law, Real Estate and White-Collar Crime. Reported to multiple attorneys, paralegals and legal assistants throughout twelve offices.
9/00 to 3/01	Greenberg Traurig LLP, Philadelphia, PA - Legal Assistant - Reported to two Partners, one Associate and a Paralegal, Corporate Business Finance, Entertainment Law, Real Estate and Bond work.

EDUCATION

9/95 to 6/96	Paralegal Certification, American Technical Arts and Sciences, Philadelphia, PA -Course consisted of Legal Research, Legal Writing, Family, Law, Criminal Law, Debtor and Creditor Law, Civil Litigation, Law Office Administration, Wills Trust and Estates, Real Estate, Basic Legal Drafting, Bankruptcy and Business Law.
9/06 to 6/07	Course Credits Obtained, Holy Family University - Criminal Justice 101, Sociology 101 and Psychology 101