

SARA M. BROCK

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SUMMARY

Experienced legal administrator and project manager seeking a position in the professional services industry that fully utilizes my marketing background, high attention to detail, and developed skillsets in legal support, office management, complex problem solving, relationship building, and client service.

EXPERIENCE

J. Robert Miller, Attorney at Law – Huntsville, AL

Legal Administrative Assistant – February 2011 to Present

- Manage all aspects of law practice office by serving as liaison to all clients, attorneys, and court personnel; drafting all legal correspondence; preparing detailed, accurate, and timely monthly billing statements and expense reports; and scheduling all meetings, teleconferences, and travel for all staff and clients.
- Provide support to real estate law practice, including drafting real estate contracts, leases, resolutions, ordinances, budget work orders, operator agreements and other relevant documents; performing thorough research on titles to identify property liens or encumbrances; and handling filings for property damage claims, garnishments, and evictions.
- Provide support to civil litigation law practice, including drafting and filing pleadings, requests for production, interrogatories, and subpoenas; scheduling court reporters and preparing witnesses for depositions; and performing vital and pertinent legal research.
- Provide support to wills, trusts & estates law practice, including assisting with the preparation of wills and powers of attorney; preparing for witness interviews; and facilitating the probate of estates.
- Single-handedly implemented and consistently utilize and maintain electronic filing system.

Warning Systems, Inc. – Huntsville, AL

Senior Administrative Assistant & Technical Writer – September 2005 to January 2011

- Designed trade show media campaigns, company product exhibits, and graphical instructional training manuals for custom made software and equipment.
- Managed the design and content of the company website.
- Developed training manuals and media kits and conducted employee software training using said materials.
- Scheduled all corporate travel and managed all company expenses and purchasing.
- Assisted in equipment design, housing, and silk screening based on engineering specifications.

SKILLS

Proficient in full Microsoft Office Suite, Alafire, Alacourt, Westlaw, PACER, probate and tax record databases, and multiple customer relationship databases.

EDUCATION

University of Alabama in Huntsville (UAH) – Marketing and MIS

CIVIC & COMMUNITY AFFILIATIONS

- The Huntsville Museum of Art – Committee Member
- Huntsville Council of PTAs – Board Member and Active Participant
- Booster Club and school fund raising – Active Member
- First Presbyterian Church – Active Member
- Huntsville Junior League 1992-2008 – Former Member