

BARBARA K. LIPKA

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SUMMARY

A talented and performance-driven administrative professional with a successful record of accomplishment in correspondence, document management/production, data entry, telecommunications, customer service, dictation, office operations, and word processing. Proven aptitude for handling multiple projects while exceeding objectives and redefining expectations in a deadline-driven environment. A dedicated and versatile producer who successfully works with cross-functional teams, solves ever-changing needs, and positively impacts an organization to reach and exceed goals.

EXPERIENCE

NORTON ROSE FULBRIGHT US LLP, Houston, Texas
Night Practice Coordinator, 1997-2020

Provided full range of secretarial support to partners, associates, paralegals, and secretaries from variety of departments. Drafted routine correspondence and pleadings. Prepared tables of authority and tables of contents. Converted and styled documents, and transcribed dictation using conventional dictation machine and digital dictation methods. Administered overflow assistance. Completed special projects and administrative tasks, as well as retrieved case documents from various sources. Monitored and logged incoming faxes and FedEx pickup.

- Prioritized and logged work requests.
- Worked as a team member and later independently with minimal supervision.

FISHER, GALLAGHER & LEWIS, L.L.P., Houston, Texas
Legal Secretary, 1991-1996

Served as legal secretary to senior partner who practiced general civil matters, including medical malpractice, personal injury, and product liability. Drafted routine correspondence and pleadings. Maintained trial docket and aided attorney in pre-trial and trial preparation. Monitored and calendared case deadlines. Organized, updated, and oversaw legal case files. Directed incoming new case calls, handled personal correspondence, transcribed dictation using conventional dictation equipment, and completed other routine secretarial and administrative duties. Streamlined routine tasks. Solved word processing difficulties and trained others.

ADDITIONAL EXPERIENCE

HIRSCH & WESTHEIMER, P.C., Houston, Texas, **Legal Secretary**, 1990-1991. Prepared, filed, and distributed documents. Organized, updated, and oversaw legal case files. Performed other routine secretarial and administrative duties.

WALSH, SQUIRES & TOMPKINS, Houston, Texas, **Legal Secretary**, 1985-1989. Prepared, filed, and distributed documents. Organized, updated, and oversaw legal case files. Maintained calendar, docket, and supplies inventory, ordering for entire firm. Streamlined routine tasks and created word processing forms and file systems increasing efficiency, accuracy, and speed.

EDUCATION

UNIVERSITY OF HOUSTON, Houston, Texas, **Information Systems Technology**, 2007

TECHNICAL SKILLS

Microsoft Office Suite, including Word, Excel, PowerPoint, and Access; Microsoft Outlook; Best Authority Table of Authorities software; Workshare Compare redlining software; RightFax; Adobe Acrobat; FileSite; types 80-100 WPM

LinkedIn Profile: <https://www.linkedin.com/in/barbara-lipka-59b2701ab>