

Joni M. Mueller, PLS, CLA

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Why should you hire me? I'm good at what I do, I care deeply about my work product, I am diligent, thorough and accurate. I am a quick and accurate typist, have mastered Microsoft Office, have excellent computer and online research skills. But mostly, I make a mean poundcake.



Education

South San Antonio H.S. (San Antonio, Texas)

H.S. Diploma, 1976

Professional Achievements

Professional Certification

Certified Professional Legal Secretary (**PLS**) by the National Association of Legal Secretaries (NALS), May 1985

Certified Professional Legal Assistant (**CLA**) by the National Association of Legal Assistants (NALA), August 1986

Technical Skills

Microsoft productivity software (Word, Excel, PowerPoint) for Mac and PC, TimeTrax timekeeping and billing software, Best Authority Table of Authorities software, Workshare Compare redlining software, RightFax faxing software, Adobe Acrobat software.

Shorthand dictation, 140 wpm.

Experience

[Current employer undisclosed.]

Legal Secretary - Houston, Texas - 1991-Present

Houston, Texas. Since coming to the firm from San Antonio in 1991, I have worked for several partners in the litigation department, in all facets of the law, including FELA, breast implant/MDL, admiralty, appellate (10 years), and most recently, Night Staff Secretary. My skills include drafting routine correspondence and pleadings, proofreading appellate briefs, cite-checking, preparing tables of authority and tables of content, and other routine secretarial, quasi-paralegal, and administrative duties. I am also called upon frequently to do light online legal research and Shepherdizing cases in connection with brief preparation. Familiar with online versions of WestLaw and Lexis-Nexis, Lexis CasePull online research tools. Light machine and shorthand dictation.

Foster, Lewis, Langley, Gardner & Banack, P.C.

Legal Secretary - San Antonio, Texas - 1990-1991

Legal secretary to partner specializing in medical malpractice insurance defense. Duties included drafting routine correspondence and pleadings, maintaining trial docket, assisting attorney in pre-trial and trial preparation, billing, personal correspondence, and other routine secretarial, quasi-paralegal, and administrative duties. Light machine and shorthand dictation.

Plunkett, Gibson & Allen, Inc.

Legal Secretary - San Antonio, Texas - 1988-1990

Legal secretary to partner specializing in medical malpractice insurance defense. Duties included drafting routine correspondence and pleadings, maintaining trial docket, assisting attorney in pre-trial and trial preparation, billing, personal correspondence, and other routine secretarial, quasi-paralegal and administrative duties. Heavy machine and shorthand dictation.

Cox & Smith Incorporated

Legal Secretary - San Antonio, Texas - 1984-1988

Legal secretary to senior associate specializing in banking and securities law. Duties included drafting routine correspondence and banking and securities forms, proofreading SEC and OCC filings, some legal research, billing, personal correspondence and other routine secretarial and administrative duties. Light machine and shorthand dictation.

Professional
Activities

Texas Ass'n of Legal Secretaries (TALS) Fall Meeting

Keynote Speaker - San Antonio, Texas - September 1991

Presented four-hour seminar on trial preparation from a legal secretary's standpoint. Included visual aids and written materials.

Bexar County Pro-Bono Law Project

Volunteer - San Antonio, Texas - October 1985

Duties included interviewing prospective candidates for amnesty program sponsored by Immigration & Naturalization Service, completing forms based on information collected from candidates, other miscellaneous clerical duties.

References

Available on request.

