



Adrienne Warden

Administrative Assistant

About Me

Over 20 years assisting general counsel, of counsel, partners and associates in corporate legal and small to large firms. A team player with the ability to work on-site or remotely. Advanced administrative skills, tech savvy, solution driven, mover of task from start to finish. Seek a position that utilizes my skills keeping business organized, productive and on track for success.

Contact

Phone:
646-725-4547

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LinkedIn:
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Website:
adrienneaw.me

Key Skills

Office 365
Reliable
Process Driven
Tech Savvy
Client Services

SKILLS

ADMINISTRATIVE

MS Office Suite, Online Account/Billing, IManage, Image Quest, eCopy PDF Pro Office, InterAction, CoreRelate, Court E-File, CJA Portal, TimeSlips, Practice Panther, QuickBooks

TECHNOLOGICAL

Online Computing, Google Apps, Online Research, Project Management Apps, Zoom, Google Analytics, AdWords, Dropbox, Front-end Web Design

EXPERIENCE

ROBERT HALF (Independent Contractor)

May 2019 - Present
Administrative Assistant

Clayman & Rosenberg

June 2013 - March 2019
Legal Assistant

Schulte, Roth & Zabel

August 2006 - January 2013
Legal Assistant

Summary of Duties

Supported corporate legal, mergers and acquisitions, investment management and complex litigation. Maintenance of department and attorney calendars, screening calls; and meeting, greeting and assisting clients and office visitors; acting as liaison between various internal departments and external contacts, vendors and suppliers; time and expense entry; draft, distribute and finalize monthly billing and vendor/contractor payments; coordinated domestic and international travel arrangements, events video and tele-conferences; transcription and dictation, document, tables, charts and report creation, editing and finalization; maintenance supplies and resources; electronic court filings (supreme, federal and district courts)

EDUCATION

View my [certifications](#).

Malcolm-King College

1988

Associates Degree in
Science/History (Liberal
Arts)

Microsoft Office Specialist

2016 - 2018

Excel, Word, PowerPoint
and Access

Alison

2015

Diploma in Project Management

Coursera.org

2013 - 2015

An Introduction to Marketing

Introduction to Financial

Introduction to Financial Accounting

REFERENCES

Furnished upon request.