

# CHRISTINE C. MUCCIARONE

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## OBJECTIVE

To secure a legal assistant / executive assistant position that will capitalize on my extensive background, experience and organizational skills

## SUMMARY OF QUALIFICATIONS

- Graduate of Paralegal Studies Program accredited by the ABA
- Dedicated professional with an excellent background in administrative and secretarial support; an organizer with a positive attitude and good sense of humor
- Computer literate; proficient in Microsoft Word, Outlook, Word Perfect; Dictaphone / transcription
- Strong written and verbal communication skills
- Extremely organized individual with effective customer service skills
- Notary Public

## EXPERIENCE

- 2000-present Law Office of Richard M. King, Jr., LLC\* and formerly of  
Law Offices of Ford, Flower, Hasbrouck & King  
*Paralegal\* and Office Manager\**
- Complex Commercial Litigation
  - Real Estate Transactions
  - Wills & Estate Planning
  - Municipal Court, Superior Court, Appellate Court, Supreme Court
  - Preparation of Legal Documents; Attorney Calendar
- 1998-2000 Tomar Law Firm  
*Paralegal*
- Plaintiffs' Personal Injury Department
  - Responsibilities included dictating correspondence and pleadings including settlement brochures and arbitration statements; investigative work; daily contact w/clients, medical providers and other legal professionals
- 1997-1998 Law Office of Steven C. Harris  
*Paralegal*
- Plaintiffs' Personal Injury
  - Municipal Court
- 1989-1997 Theodore H. Smith, P.C.\* and formerly of  
Goldsmith, Weiss, D'Arcy & Smith, P.C.  
*Paralegal\* / Office Manager\**
- Plaintiffs' Personal Injury
  - Maintained business and trust accounts; purchasing and accounts payable\*
  - Supervised and trained support personnel\*
  - Directly responsible for fielding client, insurance adjuster and other attorney phone calls; coordinated insurance claims; obtained relevant medical and lost wage documentation

## EDUCATION

*Associate in Applied Science Degree – Honors Graduate 1993*  
ATLANTIC COMMUNITY COLLEGE, Mays Landing, NJ

- Dean's List Recipient

REFERENCES AVAILABLE UPON REQUEST