




ROBERT J. HORVATH

Legal Assistant

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United States, Oklahoma City, OK 

PROFESSIONAL SUMMARY

Results-driven and detail-oriented Legal Assistant with a Juris Doctor degree from the University of Tulsa, equipped with a solid foundation in legal research, case management, and administrative support. Adept at drafting and editing legal documents, coordinating client interactions, and ensuring the smooth operation of legal proceedings.

EDUCATION

2017 - 2020

Juris Doctor (JD)

University of Tulsa / United States, Tulsa, OK

2013 - 2017

Bachelor of Arts in Legal Studies

University of Tulsa / United States, Tulsa, OK

SKILLS

- Legal Research Expert
- Case Management Expert
- Litigation Support Expert
- Legal Writing Expert
- Court Filing Expert
- Client Interaction Expert

LANGUAGES

- German
- Italian

AWARDS

- Legal Professional of the Year | Enker & Uhdi, PLLC (December 2021)

EXPERIENCE

2020 - Now

Legal Assistant

Enker & Uhdi, PLLC / United States, Oklahoma City, OK

- Successfully managed over 100 complex legal cases, ensuring adherence to procedural requirements and meeting all deadlines.
- Facilitated communication with clients, opposing counsel, and court personnel to ensure efficient case progression.
- Coordinated client meetings, witness interviews, and deposition schedules, showcasing exceptional organizational skills.

2019 - 2019

Legal Assistant Intern

Stage Law Firm / United States, Oklahoma City, OK

- Conducted comprehensive legal research on statutes, regulations, and relevant case law.
- Assisted in the preparation of legal documents, such as memoranda and briefs.
- Supported attorneys in trial preparation, with a focus on document organization and exhibit preparation.

2017 - 2018

Administrative Assistant

Fosh & Yaff / United States, Oklahoma City, OK

- Coordinated daily office operations, managing calls, emails, and mail.
- Arranged complex travel plans and scheduled appointments for executives.
- Prepared and edited business correspondence, reports, and presentations.
- Collaborated with a dynamic team to enhance office efficiency and workflow.