

## **Vivien Weller Kilby**

Austin, TX

### **PROFESSIONAL PROFILE:**

Extensive experience in a variety of technical, administrative and management positions, including that of legal secretary, computer trainer, desktop publishing specialist and word processing/secretarial manager. Able to work independently and prioritize tasks based on management and client needs. Organized, with strong administrative and people skills.

### **EXPERIENCE:**

#### **Baker Botts, LLP**, Austin, Texas - July 2007-Aug. 2009

*Legal Secretary, Corporate Department.* Managed all administrative tasks for one partner and three corporate associates. Duties included handling travel arrangements, client billing, expense reimbursements, scheduling appointments, coordinating meetings, answering phones, preparing and revising general correspondence and complex legal documents.

#### **Giordani, Schurig, Beckett & Tackett, LLP**, Austin, Texas - Sep. 2006-June 2007

*Legal Secretary.* Provided general administrative support to the international estate planning attorneys.

#### **Holland & Knight LLP**, Miami, Florida - 1982-2006

*Legal Secretary (2002-2006).* Executive Assistant to the leader of the South Florida Private Wealth Services Section. Main duties included scheduling meetings and appointments, handling travel arrangements and expense reimbursements, answering heavy volume of client calls, creating and revising general correspondence and estate planning documents and assisting with document execution and safekeeping.

*Desktop Publishing Specialist, Marketing Department (1994-2002).* Prepared a variety of marketing materials, including invitations, newsletters, organizational charts, graphs, timelines, PowerPoint presentations, advertisements and other promotional materials.

*Computer Trainer (1993-1994).* Responsible for computer training of new employees and periodic refresher and advanced courses. Software programs included WordPerfect, MS Word, SoftSolutions, Groupwise, DOCS Open, MS Outlook, Carpe Diem.

*Word Processing Supervisor (1988-1993).* Managed staff of 16 operators who handled correspondence and document processing for approximately 75 attorneys. Duties included prioritizing workflow to ensure that legal documents were processed and handled in a timely and efficient manner. Responsible for hiring, training, and performance evaluations of staff.

*Word Processing Operator (1982-1988).* Prepared and revised general correspondence and complex legal documents. In 1984 I developed a simplified training system for IBM's ATMS word processing program which resulted in substantial savings to the firm since the training could be conducted in-house in half the time. Training had previously been held out of town for two weeks, with the resulting hotel and air travel expenses. For about a year I was responsible for training all new employees on this program, along with my word processing responsibilities.

#### **IBM Venezuela, S.A.**, Caracas, Venezuela - 1973-1979

*Word Processing Center Manager (1975-1979).* Managed 12 secretaries and word processors, servicing approximately 70 managers and staff members. Also responsible for the Teleprocessing Department which handled all telecommunications for IBM Venezuela.

IBM training included Basic Management Training, Salary Administration, Employee Relations and Appraisal and Counseling.

*Word Processing Operator (1973-1975).* Prepared general correspondence, memoranda and reports for IBM's Caracas office.

**EDUCATION:**

St. Godric's College, London, England — Secretarial Training

St. Ursula's High School, Barbados, West Indies — High School

**COMPUTER SKILLS:**

Microsoft Word, Excel and PowerPoint; WordPerfect, CorelDraw, Adobe Photoshop, Adobe PageMaker (now Adobe InDesign), Adobe Illustrator, Adobe Professional, PaintShop Pro, Soft Solutions, DOCS Open, IManage, ProLaw, Carpe Diem. Basic knowledge of QuickBooks.

**LANGUAGES:**

Fluent in Spanish; knowledge of French, Italian and Portuguese.