



HELEN DAVALOS

Secretary and Receptionist

☎ 909-989-2700
✉ Receptionist@lawservicesonline.com
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Ontario, CA 91764
🌐 lawservicesonline.com

Skills

- Client Intake & Communication
- Email Correspondence
- Appointment & Calendar Management
- Legal Document Preparation
- Court Filings & E-Filing
- Case File & Records Management
- Attorney & Paralegal Support
- Scheduling Depositions & Meetings
- Document Scanning, Filing & Organization
- Administrative & Clerical Support
- Data Entry & Case Management Software

About Me

Helen is a dedicated Legal Secretary and Receptionist who plays an essential role in supporting the attorneys, staff, and clients of the firm. As a welcoming and professional first point of contact, she helps ensure that every client is treated with courtesy, respect, and attention from their initial interaction with the office.

In addition to managing client communications, scheduling, and daily administrative responsibilities, Helen provides valuable support with client intake, legal document preparation, case files, records management, court filings, and general attorney and paralegal assistance. Her ability to manage multiple priorities while maintaining accuracy and confidentiality helps keep the office organized and running efficiently.

Bilingual in English and Spanish, Helen brings a professional, dependable, and detail-oriented approach to her role. In her free time, Helen enjoys arts and crafts, needlepoint, painting, plastic canvas, etc.

Experience

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| Law Offices of Sandra H. Castro, Inc. | 2021-Present |
| Secretary & Receptionist | |
| <ul style="list-style-type: none">• Provide administrative and clerical support to attorneys and paralegals, including preparing correspondence, organizing case files, and maintaining confidential records.• Manage front-office operations, including answering and directing calls, greeting clients, scheduling appointments, and coordinating attorney calendars.• Assist with client intake, document preparation, court filings, scanning, e-filing, and maintaining accurate electronic and physical case files.• Communicate professionally with clients, courts, medical offices, opposing counsel, and other parties while providing bilingual assistance in English and Spanish. | |

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| Accounting & Bookkeeping Services | 2000-2023 |
| <ul style="list-style-type: none">• Bookkeeping & Financial Records• Accounts Payable & Receivable• Payroll Processing• Bank Reconciliations• Financial Reporting | |

Education

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| University of California, Riverside
B.S. Business Administration | 2005 |
| Chaffey College
A.A. Accounting | 2010 |