

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

Detail-oriented Certified Legal Assistant with seven years of experience in bankruptcy law. Seeking a position where I can continue progressing in my career and take on a leadership role with a paralegal team.

## Experience

### Legal Assistant - Law Office of Kimberly A. Sheek/ Location

2019 to present

- Conducts background research to determine if individuals and businesses are candidates for filing for bankruptcy.
- Helps develop strategies to prevent bankruptcy, protect assets during bankruptcy filings, and assist clients in rebuilding a strong financial foundation after filing for bankruptcy.
- Manages over 200 client records, including sensitive financial information.
- Updates and optimizes an internal data governance framework designed to protect personal information.
- Contributes to building better internal processes for generating leads, gathering sensitive financial documents, and sharing regular updates with clients.

### Legal Secretary - Cameron Bankruptcy Law/ Location

2016 to 2019

- Conducted initial phone interviews to educate leads about bankruptcy and screen potential candidates for bankruptcy filings.
- Assisted clients with gathering the necessary financial documents.
- Examined financial documents for accuracy and prepared legal bankruptcy forms.
- Scheduled an average of 18 meetings a week with the firm's lawyers to discuss the bankruptcy process.
- Personally communicate with clients to provide weekly updates about their bankruptcy filing.

### Project Experience

- Internship at the Carolina Law Group (2014)
- NALA Legal Assistant Certification (2015)

## Education

### B.S. in Psychology - SCHOOL

2008 to 2012

- GPA: LIST
- AWARD
- AWARD

### Certified Legal Assistant Program - North Carolina Central University

2012 to 2014

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Strong analytical skills
- Solid understanding of financial concepts
- Verbal and written communication
- Strategic thinking
- Advanced problem solving

## Licenses & Accreditations

### Licenses Licenses & Accreditations

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