

NAME

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

Profile

Legal assistant with close to 20 years of experience seeking a position at a law firm specializing in criminal cases.

Experience

Legal Assistant - Willis Law / Location

2014 to present

- Leads preparatory investigations for an average of six new family law cases each month.
- Develops negotiation strategies to settle divorce and custody cases out of court. Over 96% of these cases settle out of court.
- Conducts advanced legal research and presents findings to attorneys.
- Oversees the firm's communication strategy, including weekly updates to an average of 27 clients.
- Assigns legal research and administrative tasks to a team of four junior paralegal assistants.

Legal Assistant - Levine & Levine Attorneys at law / Location

2005 to 2010

- Drafted legal documents and legal correspondence.
- Managed time tracking and billing.
- Conducted client interviews to assess cases and gather facts.
- Kept a database of over 300 clients and leads up to date.
- Filed case documents according to legal compliance requirements.
- Additional work experiences and references available upon request

Project Experience

- Named paralegal of the year by the Michigan Bar Journal (2018)
- Guest speaker at the University of Michigan Law School (2016)

Education

Criminal Justice Certificate - Drexel University

2020 to 2022

- GPA: LIST
- AWARD
- AWARD

Associate of Business in Paralegal Studies - Baker College

2001 to 2003

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Litigation
- Calendar management
- Strong work ethic
- Client relations
- Tech skills
- Bilingual English/Spanish

Licenses & Accreditations

Licenses Licenses & Accreditations

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