

NAME

TITLE

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

Profile

Pre-law student looking to advance my career by going to law school and obtaining a law degree.
Looking to obtain a loan from your institution so I can pay my tuition and expenses while obtaining my degree.

Experience

Legal Assistant - Company / Location

MONTH YEAR - Present

- Managed bills for third-party vendors, processed all check requests, and collaborated with the accounting department to ensure correct data with 100% reconciliation.
- Managed three attorney calendars and scheduled conferences, meetings, and depositions.
- Researched and adopted three new software applications for five legal offices to streamline document management and organization, increasing efficiency by 28% and reducing paper waste by 69%.
- Operated reception desk and dispersed inquiries to appropriate lawyers, reducing client wait time by two minutes.
- Handled complaints from clients regarding legal fees. Improved client retention rates.

Law Student Apprentice - Company / Location

MONTH YEAR – MONTH YEAR

- Provided legal research for nine firm partners, receiving commendation from partners for exceptional work quality on time-sensitive issues.
- Interpreted legalese, providing clarity for clients and teams.
- Scheduled 15+ weekly meetings, recording minutes and tracking billable hours for two lawyers.
- Assisted four judges on bench duties, including providing research on evidence legality and proper use of law by attorneys.
- Built relationships with clients to understand specific needs, and brought in \$400K in upsells to satisfy those needs.

Project Experience

- Founded and presided over a 60-member club, recruiting 50+ students in the first year of operation.
- I hosted monthly meetings and events with 2% of NYU law faculty sponsoring seminars or presentations.
- Achieved higher than average rate of job placements post-graduation, with 43% of club members finding clerking or other law roles upon graduation.

Education

Bachelor of Law - New York University School of Law

September 2020 – June 2023

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Legal Jargon
- Written and Oral Skills
- Legal Management Software
- Legal Research
- Client Services

Licenses & Accreditations

Licenses & Accreditations

- Professional Legal Consultation Certification
- Professional Paralegal License
- Professional Legal Secretary Certification