

NAME

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

Profile

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Experience

Paralegal - Company / Location

MONTH YEAR - Present

- Organized information for clients' court cases using specific software, helping increase the attorney's efficiency by over 30%
- Conducted 50+ client interviews to help build a trusting and collaborative relationship
- Optimized specific operations to help improve the efficiency of daily scheduling within the workplace, such as using cloud-based software to share documents and delegate the workload between lawyers
- Created 70+ types of legal documents, such as agreements, commercial agreements, and client contracts

Litigation Paralegal - Company / Location

MONTH YEAR – MONTH YEAR

- Created hundreds of files for annotations, client testimonials, court summaries, court proceedings, physical evidence, and legal documents every day
- Prepared various court analyses that helped in a favorable outcome for 75+ litigation cases
- Formulated 50% of the firm's requests for information from auditors, company regulators, and legal partners
- Wrote drafts for hundreds of legal documents, such as client agreements, business contracts, and non-disclosure agreements
- Prepared client subpoenas
- Created interrogations, motions, deposition formats, and judicial decisions, leading to a 90% disbursement achievement

Paralegal Intern- Company / Location

MONTH YEAR – MONTH YEAR

- Helped with over 74+ types of legal tasks for daily attorney work, receiving 95% positive feedback from management staff
- Facilitate a more streamlined case preparation strategy to help attorneys with their daily tasks by organizing information, leading to an increase in pre-trial efficiency by over 40%

Project Experience

- Created accurate legal paperwork to help increase case efficiency, such as formulating briefs and client contracts
- Developed research strategies during every phase of the trial preparation process
- The only paralegal investigator on personal injury cases, showcasing independent skills and aiding in achieving a defense verdict

Education

Bachelor's Degree in Paralegal - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Proficient verbal, manual written, and online written communication skills for collaborating with co-workers and speaking with clients
- Proficient in Microsoft Office, Excel, and Word
- Delegation and management skills to help prioritize daily tasks, various projects, and numerous clients
- Conducts practical research using online methods and analytical interpretation
- A high level of attention to detail when communicating with clients and deciphering documents
- Prepare and review dates for deadlines

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certificate program from the American Bar Association
- Real Estate License Exam