

NAME

TITLE

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

Profile

Dynamic and result-oriented legal assistant with five years of experience at an award-winning firm specializing in personal injury cases.

Experience

Legal Assistant - Law Office of Kenneth E. Berger/ Location

2017 to present

- Works on an average of three cases a week as part of a legal team.
- Screens cases and identifies the best candidates for personal injury settlements.
- Interviews clients and follows best practices for gathering evidence for each case.
- Performs advanced legal research and applies knowledge of tort law to prepare a legal background for each case.
- Utilizes expertise in insurance processes to prepare effective insurance claim filings.
- Works with personal injury lawyers to develop a sound negotiation strategy when dealing with insurers.
- Communicates with insurance adjusters, keeps track of communication, and reports to lawyers.

Enter Job Position Here - Company / Location

MONTH YEAR – MONTH YEAR

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Project Experience

- Worked on 64 cases over the past six months. Only two went to trial.
- Helped obtain three settlements of more than \$1 million in the past year.
- Developed a negotiation strategy that led to a car crash victim obtaining compensation for pain and suffering besides medical bills and property damages.
- Contributed to obtaining a permanent injunction against a leading local employer guilty of neglecting workplace safety.

Education

Post-Degree Paralegal Program - South College Asheville

2015 to 2016

- GPA: LIST
- AWARD
- AWARD

B.S. in Business Administration - South Carolina State University

2011 to 2015

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Passionate about justice and helping others
- Knowledge of tort law and insurance processes
- Legal software, including PracticePanther and CARET Legal
- Excellent communicator and team-player

Licenses & Accreditations

Licenses Licenses & Accreditations

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