

NAME

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

Profile

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Experience

Paralegal - Company / Location

MONTH YEAR - Present

- Created and organized practice trials by gathering materials, necessary documentation and preparing visual aids
- Formulated accurate legal documents, such as contracts and client briefs
- Developed legal documents, such as motions, to help with the efficiency of court proceedings
- Communicated with clients to keep track of daily updates and current case information

Legal Secretary - Company / Location

MONTH YEAR – MONTH YEAR

- Correspondence with clients regarding the current court case
- Scheduling of each lawyer’s daily tasks and meetings
- Time billing for up-to-date hours and weekly work
- Data entry for multiple lawyers
- Prepared and created legal forms for court
- Worked as an officer of the court by serving court notices
- Listed actions for court actions
- Documented the details of court proceedings

Receptionist - Company / Location

MONTH YEAR – MONTH YEAR

- Entered accurate data into the correct spreadsheet and computer system
- First contact for customers and clients who were considering working with the business
- Responsible for the business’ inventory and ordering supplies on time
- Maintenance of office equipment
- Screened phone calls and forwarded them to the correct department
- Sorted and forwarded mail to the right department

Project Experience

- Create personalized resorts for over 50+ cases as a paralegal, helping organize the daily motions, client arguments, case briefings, and other filings to achieve positive results in 95% of cases
- Became proficient in 10+ types of legal software to create a more streamlined work approach, such as LexisNexis, MS Office Suite, Excel, and others
- Taught management staff the details of how to use cloud-based storage to boost office efficiency and increase attorney efficiency by over 15%

Education

Bachelor's Degree in Paralegal - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Proficient in the English language and grammar
- Excellent communication skills when dealing with co-workers and clients
- Organizational skills — create daily schedules, delegate tasks, multi-task with various cases at one time, and communicate with several clients simultaneously
- Understand legal terminology and the details of specific cases
- Transcribe legal documents
- Attend meetings and document the outcome
- Answer phones and document the conversation to pass on to the correct department
- Organize the court files
- Manage multiple workers’ schedules
- Negotiate contracts while maintaining good business relationships
- Collaborate with other businesses and real estate brokers
- Create bankruptcy and escrow documents

Licenses & Accreditations

Licenses Licenses & Accreditations

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