
Summary

- Creative Administrative Professional with 8+ years of experience providing support in legal settings.
- Coordinated communication between clients, attorneys, and court personnel, resulting in a 95% client satisfaction rate at Smith & Associates.
- Managed case files and documentation at Richardson Law Firm, reducing errors and improving efficiency by 20%.
- Organized and executed a successful fundraising event for a local legal aid organization, which raised over \$5,000 to support pro bono legal services for low-income individuals and families.

Work History

Legal Secretary Smith & Associates

January 2019 - Present

- Managed and organized legal documents and case files for a team of three attorneys, resulting in a 20% increase in efficiency.
- Coordinated communication between clients, attorneys, and court personnel, resulting in a 95% satisfaction rate from clients.
- Maintained the calendar and schedule of the lead attorney, ensuring timely attendance to all court appearances and deadlines.
- Conducted legal research and drafted legal documents, including pleadings, motions, and discovery requests, with a 99% accuracy rate.

Legal Assistant Law Office of Johnson & Johnson

August 2017 - December 2018

- Managed a high-volume caseload of over 50 clients, resulting in a 15% increase in client retention.
- Conducted legal research and drafted legal documents, including pleadings, motions, and discovery requests, with a 95% accuracy rate.
- Scheduled client meetings, depositions, and court appearances, resulting in a 90% on-time attendance rate.
- Assisted in trial preparation, including organizing exhibits and coordinating with witnesses.

Legal Clerk Richardson Law Firm

August 2015 - August 2016

- Conducted legal research and prepared legal documents for attorneys, resulting in a 10% increase in successful case resolutions.
- Managed case files and documentation, reducing errors and improving efficiency by 20%.
- Coordinated with clients and court officials to schedule appointments and hearings, ensuring timely resolution of cases.

Education

Bachelors in Political Science University of Massachusetts

August 2012 - May 2016

High School Diploma Lexington High School

August 2008 - May 2012

Skills

Communication



Microsoft Suite



Organization



Problem Solving



Bilingual (Spanish)



Calendar Management



Interests

In my free time, I enjoy reading legal thrillers and attending mock trial competitions to stay up-to-date on legal trends and practices. I also volunteer at a local legal aid clinic to provide support for low-income individuals seeking legal assistance.