

Jane Doe

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PROFESSIONAL SUMMARY

Detail-oriented and organized Legal Assistant with comprehensive experience supporting attorneys in fast-paced law offices. Adept at legal research, document preparation, case management, and client communication to ensure efficient office operation and superior client service.

WORK EXPERIENCE

Legal Assistant

Smith & Wong Law Firm, New York, NY | June 2021 – Present

- Draft and proofread legal documents including briefs, contracts, and pleadings for accuracy and compliance.
- Coordinate schedules, client meetings, and court appearances to optimize attorneys' efficiency.
- Conduct legal research and summarize findings for attorney review.

Administrative Assistant (Legal Department)

Brighton Enterprises, New York, NY | August 2019 – May 2021

- Maintained case files and legal records, ensuring confidentiality and organization.
- Assisted with e-filing, billing, and client communications.

EDUCATION

Associate Degree in Paralegal Studies

New York Community College, New York, NY | Graduated 2019

SKILLS

Legal Research
Document Drafting
Case Management
Calendaring
Client Relations
Microsoft Office Suite
Litigation Support
Confidentiality

CERTIFICATIONS

Certified Paralegal (NALA) — 2020

REFERENCES

Available upon request.

