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PARALEGAL SPECIALIST / LEGAL ASSISTANT / COURT CLERK STRONG ORGANIZATIONAL SKILLS - TECHNICALLY SAVVY

Skilled in using legal terminology and research techniques. Prepare accurate legal documents. Strong written and oral communication skills; deliver high-quality work under rigorous time constraints.

EXPERIENCE

Senior Paralegal, (2008 – 2010); Junior Paralegal (2010 – present), Company Name, City, ST

- Provide legal/administrative support in areas of criminal, family, international, contract and fiscal law.
- Use knowledge of standard legal citation system to conduct research supporting lawyers' cases, allowing them to represent clients fairly and efficiently.
- Coordinate management, training and development for paralegal staff, monitor all paralegal case activity and caseloads within busy in-house litigation department.
- Cultivate and maintain law library, including online and on-shelf materials to ensure lawyers have resources at their immediate disposal.
- Review incoming material and independently determine next steps. Prepare documents including complaints, motions, orders, answers, pleadings and subpoenas efficiently and accurately.
- Obtain all necessary information from files and coordinate with law enforcement agencies when needed to complete legal documents.

Paralegal, Company Name, City, ST (2006 – 2008)

- Served as primary point of contact with staff attorneys and legal team to coordinate all electronic document production. This included: organizing documents for scanning; inserting slip sheets; editing and preparing documents to be shipped for scanning. Managed scanning/copying jobs with off-site vendors when necessary.
- Maintained tracking logs and always maintained up-to-minute status of all confidential documents.
- Coordinated and facilitated calendar of assigned active cases. Tracked filing, hearing and trial dates and scheduled conferences and interviews.
- Developed and maintained responsive system for ongoing cases, briefing other professionals to manage their caseloads and to give organization's workload.

Paralegal Assistant, Company Name (2004 – 2006)

- Produced and researched documents using LEXIS and Westlaw. Earned accolades for taking initiative.
- Integrated output from different software types, e.g., tables produced by database applications and charts and graphs produced by electronic spreadsheet applications, into word processing text.
- Created complex tables, graphs and charts to be incorporated into legal documents for courtroom presentation.
- Maintained strong attention to detail and ensured all materials used proper format, spelling, punctuation, capitalization and grammar.

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