

[First Last Name]

[City, State] | [email@example.com] | [(555) 555-5555]

PROFESSIONAL SUMMARY

Detail-oriented **Legal Assistant** with [X] years of experience supporting attorneys in [practice areas, e.g., civil litigation, family law, and corporate transactions]. Proven ability to **manage high-volume case files**, draft and proofread legal documents, and coordinate communications with clients, courts, and opposing counsel. Skilled in **legal research, calendaring, and document management** using tools such as [Clio], [LexisNexis], and [Microsoft 365]. Recognized for maintaining strict confidentiality, meeting tight deadlines, and improving workflow efficiency in fast-paced law office environments.

EXPERIENCE

[Legal Assistant] | [Smith & Johnson LLP]

[June 2020] – [Present]

[City, State]

- Draft, format, and proofread [pleadings, discovery requests, correspondence, and settlement agreements] for [civil litigation and family law] matters, reducing attorney editing time by approximately [25%] through consistent application of firm style guidelines.
- Maintain and organize [~120+] active case files using [Clio] and [SharePoint], including indexing evidence, tracking deadlines, and updating matter notes, contributing to a [0% missed court deadline] record over [two consecutive years].
- Coordinate [court filings, service of process, and hearing preparations] by e-filing documents with [state and federal courts], scheduling depositions, and preparing exhibit binders, helping attorneys increase billable hours by focusing on substantive legal work.

[Legal Administrative Assistant] | [Greenfield Legal Group]

[January 2017] – [May 2020]

[City, State]

- Supported a team of [3–4 attorneys] by managing calendars, scheduling client meetings and court appearances, and preparing daily docket reports using [Outlook] and [Google Calendar], improving scheduling accuracy and reducing conflicts.
- Performed preliminary legal research on [statutes, case law, and court rules] using [LexisNexis] and [Westlaw], summarizing findings in concise memoranda that informed attorney strategy for motions and client advisories.
- Handled high-volume client intake and communications, screening calls, collecting initial case information, and updating the [case management system] to ensure complete and accurate records, which improved client response times and satisfaction.

EDUCATION

[Associate of Applied Science in Paralegal Studies] | [Community College Name]

[Graduation: May 2016]

[City, State]

- Relevant coursework: [Legal Research & Writing], [Civil Litigation], [Business Law], [Ethics for Legal Professionals].

[Certificate in Legal Office Administration] | [Professional Training Institute]

[Completed: December 2014]

[City, State]

SKILLS

Technical & Legal

- **Legal Software:** [Clio], [MyCase], [Needles], [NetDocuments]
- **Research Tools:** [LexisNexis], [Westlaw], [State Court Portals]

- **Productivity:** [Microsoft Word, Excel, PowerPoint, Outlook], [Adobe Acrobat]
- **Document Management:** E-filing, template creation, version control, PDF compilation

Professional & Interpersonal

- **Organization & Time Management:** Multitasking across high-volume caseloads, deadline tracking
- **Communication:** Client-facing communication, professional correspondence, clear written summaries
- **Attention to Detail:** Proofreading, citation checking, data entry accuracy
- **Confidentiality & Ethics:** Handling sensitive information, adherence to firm and bar standards

PROJECTS

[Case File Digitization & Workflow Streamlining]

[Smith & Johnson LLP] | [2022]

- Assisted in transitioning [paper-based case files] to a fully digital system using [Clio] and [NetDocuments], creating standardized folder structures and naming conventions that reduced document retrieval time for the team.

[Standardized Legal Document Templates Initiative]

[Greenfield Legal Group] | [2019]

- Collaborated with attorneys to compile and refine templates for [engagement letters, discovery requests, and routine motions] in [Microsoft Word], helping to ensure consistency across matters and decreasing drafting time for recurring documents.