

L E G A L A S S I S T A N T R E S U M E S A M P L E



* Legal assistant with 6 years of experience and Wyoming Professional Paralegal certification
* An expert legal assistant specializing in Family Law
* Possess comprehensive knowledge of litigation software
* Spearheaded office expenses reduction by implementing expenses tracking system, leading to 13% decrease

from RESUME GENIUS

**PROFESSIONAL PROFILE**

BetterCallPaul@gmail.com

307 503-4455

Research

TrialWorks

Organization

LexisNexis

Time Management

Microsoft Office Suite

People Skills

Leadership

47 Eubank Boulevard
Cheyenne, WY, 82609

linkedin.com/in/PaulPage

**SKILLS**

**RELEVANT EXPERIENCE**

**LEGAL ASSISTANT**

*Aaron, Aron, & Arron LLP, Casper, WY / 2016­–present*

* Report directly to six lawyers with a myriad of responsibilities ranging from discovery, to trial and appeal
* Liaise between attorneys, court officers, Department of Family Services officials, and clients
* Execute legal research, investigations, records review, document management, and trial preparation
* Organize attorneys’ calendars, leading to a 10% decrease in missed appointments
* Handle emotionally distraught clients

**EDUCATION**

**AAS Paralegal Studies**

LCCC, Cheyenne, WY 2012–2013

**BA English**

University of Wyoming
Laramie, WY, 2008–2012

**CERTIFICATIONS**

**Professional Paralegal**

CWC, Jackson, WY (2016)

**LEGAL ASSISTANT**

*Johns, Jones, and Johnson PC, Gillette, WY / 2013­–2016*

* Perfected and circulated documentation including affidavits, pleadings, subpoenas, interrogatories, deposition notices, and briefs for review by attorneys
* Scheduled client appointments and consultations, leading to a 23% decrease in client wait times
* Kept case files up to date
* Supported attorneys in filing appeal briefs before Wyoming district and Supreme courts
* Gathered and analyzed state and federal statutes and precedents