



Michael

ANDERSON

JUDICIAL ASSISTANT

Proficient judicial assistant with extensive experience in legal support and court administration. Demonstrated ability to handle multiple tasks efficiently while maintaining high standards of accuracy and detail. Expertise in drafting legal documents, managing case files, and facilitating communication between court personnel and legal representatives. Adept at utilizing case management software to enhance workflow and ensure compliance with court protocols.

WORK EXPERIENCE

JUDICIAL ASSISTANT

Family Court of Illinois

2020 - 2025

- Organized and maintained case files for family law proceedings.
- Drafted motions and orders for judicial review, ensuring accuracy and compliance.
- Coordinated communication between judges, attorneys, and clients.
- Utilized case management systems to track case progress and deadlines.
- Conducted legal research to support case arguments and judicial decisions.
- Participated in courtroom proceedings, providing essential administrative support.

ADMINISTRATIVE ASSISTANT

Legal Aid Society

2015 - 2020

- Assisted attorneys with case preparation and document management.
- Conducted client interviews and maintained detailed records of interactions.
- Tracked case deadlines and filed documents with the court.
- Organized community outreach programs to educate the public on legal rights.
- Utilized legal databases to conduct research and gather information.
- Supported attorneys in trial preparation and client meetings.

CONTACT

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- www.michaelanderson.com
- San Francisco, CA

SKILLS

- legal support
- case management
- document preparation
- communication
- multitasking
- research

LANGUAGES

- English
- Spanish
- French

EDUCATION

ASSOCIATE DEGREE IN LEGAL STUDIES, ILLINOIS COMMUNITY COLLEGE, 2018

ACHIEVEMENTS

- Improved document processing efficiency by 30% through workflow optimization.
- Recognized for exceptional service in family law cases.
- Received a commendation for outstanding contributions to community legal education.