



MICHAEL ANDERSON

Judicial Assistant

Seasoned judicial assistant with a wealth of experience in legal support services and courtroom administration. Demonstrated proficiency in managing complex case files and ensuring compliance with procedural requirements. Skilled in drafting legal documents, conducting research, and providing comprehensive support to judges and attorneys. Adept at utilizing technology to enhance court operations and improve efficiency.

WORK EXPERIENCE

Judicial Assistant

2020-2023

Municipal Court of Seattle

- Assisted in managing case files and documentation for municipal court cases.
- Drafted legal briefs and prepared reports for judicial review.
- Coordinated communication between the court and legal practitioners.
- Conducted legal research and analysis to support case outcomes.
- Maintained accurate records of court proceedings and decisions.
- Provided administrative support during trials, ensuring smooth operations.

Court Clerk

2019-2020

King County Superior Court

- Managed court schedules and facilitated the timely processing of cases.
- Drafted and filed legal documents, ensuring compliance with court rules.
- Maintained case files and organized evidence for hearings.
- Conducted client interviews and recorded case details.
- Utilized case management software to track deadlines and filings.
- Supported attorneys in trial preparations and courtroom logistics.

ACHIEVEMENTS

- Improved operational efficiency by 30% through process enhancements.
- Recognized for exceptional contributions during high-volume court sessions.
- Received commendation for outstanding organizational skills in case management.

CONTACT

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EDUCATION

Bachelor of Science in Legal Studies

University of Washington
2017

SKILLS

- legal support
- case management
- document drafting
- research
- organization
- communication

LANGUAGES

- English
- Spanish
- French