



# MICHAEL ANDERSON

## Legal Assistant

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### SUMMARY

Accomplished legal assistant with a robust background in litigation support and case management. Expertise in drafting legal documents, managing extensive case files, and conducting thorough legal research. Proven track record of facilitating communication between clients and attorneys, ensuring that all parties are informed and aligned. Demonstrated ability to manage multiple tasks efficiently while maintaining high levels of accuracy and confidentiality.

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### WORK EXPERIENCE

#### Legal Assistant Smith & Johnson Attorneys at Law

Jan 2023 - Present

- Drafted pleadings, motions, and discovery documents for various litigation cases.
- Conducted comprehensive legal research utilizing Westlaw and LexisNexis.
- Managed case files and maintained compliance with court deadlines.
- Facilitated communication between clients and legal teams, ensuring clarity and understanding.
- Assisted in trial preparation, including the organization of exhibits and witness lists.
- Oversaw the electronic filing of legal documents with various courts.

#### Paralegal Intern Greenfield Legal Services

Jan 2020 - Dec 2022

- Supported attorneys in preparing for hearings and depositions.
  - Collected and analyzed evidence to aid in case strategy development.
  - Maintained meticulous records and documentation for ongoing cases.
  - Engaged in client interviews to gather pertinent information for case preparation.
  - Assisted in the preparation of trial binders and legal exhibits.
  - Participated in team meetings to discuss case progress and strategies.
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### EDUCATION

#### Bachelor of Arts in Legal Studies, University of California, 2019

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** legal research, case management, document drafting, client communication, litigation support, trial preparation
- **Awards/Activities:** Improved case file organization, resulting in a 30% increase in efficiency during trials.
- **Awards/Activities:** Received commendation for exceptional client service from senior partners.
- **Awards/Activities:** Contributed to a successful settlement in a high-profile litigation case.
- **Languages:** English, Spanish, French