



Phone: (555) 234-5678

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EXPERTISE SKILLS

- family law
- client advocacy
- document preparation
- case management
- mediation support
- legal research

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Associate Degree in Paralegal Studies, Community College of Philadelphia, 2017

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

FAMILY LAW LEGAL ASSISTANT

Seasoned legal assistant with a focus on family law, possessing a deep understanding of the complexities surrounding family-related legal issues. Recognized for exceptional interpersonal skills and the ability to manage sensitive situations with empathy and professionalism. Proven expertise in preparing legal documents, managing caseloads, and providing comprehensive support to clients and attorneys.

PROFESSIONAL EXPERIENCE

Johnson Family Law Group

Mar 2018 - Present

Family Law Legal Assistant

- Drafted petitions, motions, and affidavits for family law cases.
- Conducted client interviews to gather essential information for case preparation.
- Managed case calendars and ensured adherence to court deadlines.
- Coordinated with court personnel regarding case filings and hearings.
- Assisted in mediation sessions by preparing necessary documentation.
- Maintained confidentiality of sensitive client information.

Family Justice Center

Dec 2015 - Jan 2018

Legal Assistant Intern

- Supported attorneys in preparing cases for trial and settlement.
- Assisted in drafting legal correspondence and client communications.
- Conducted research on family law statutes and regulations.
- Organized and maintained case files for ongoing matters.
- Participated in client meetings to discuss case strategies.
- Helped coordinate community outreach programs related to family law.

ACHIEVEMENTS

- Successfully assisted in a high-stakes custody case that resulted in favorable outcomes for clients.
- Received recognition for outstanding client service from management.
- Contributed to a community outreach program focused on legal education for families.