

MICHAEL ANDERSON

Criminal Law Legal Assistant

- San Francisco, CA
- (555) 234-5678
- michael.anderson@email.com

Innovative legal assistant with a focus on criminal law, possessing a strong passion for justice and advocacy. Demonstrates extensive experience in supporting criminal defense attorneys through case management, research, and trial preparation. Recognized for exceptional attention to detail and the ability to work effectively under pressure. Proven ability to manage sensitive information with discretion and professionalism.

WORK EXPERIENCE

Criminal Law Legal Assistant | Defense Attorneys Group

Jan 2022 – Present

- Drafted legal documents, including motions, briefs, and discovery requests.
- Conducted research on criminal statutes and case law.
- Managed case files and maintained strict confidentiality.
- Coordinated communication between clients and legal teams.
- Assisted in trial preparation, including organizing evidence and witness lists.
- Participated in hearings and provided support to attorneys as needed.

Legal Assistant | Justice for All Law Firm

Jul 2019 – Dec 2021

- Supported attorneys in preparing cases for trial and appeal.
- Assisted in drafting legal correspondence and client communications.
- Conducted interviews with witnesses and gathered evidence.
- Maintained organized case files and documentation.
- Engaged in legal research to support case strategies.
- Participated in strategy meetings to discuss ongoing cases.

SKILLS

criminal law

case management

legal research

document preparation

trial support

client communication

EDUCATION

Bachelor of Arts in Criminal Justice

2013

University of Texas

ACHIEVEMENTS

- Successfully assisted in the defense of multiple high-profile criminal cases.
- Recognized for outstanding contributions to trial preparation and case management.
- Received commendation from clients for exceptional support and advocacy.

LANGUAGES

English

Spanish

French