



MICHAEL ANDERSON

Senior Paralegal

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SUMMARY

Dynamic and detail-oriented Paralegal with over eight years of experience in complex litigation and corporate law. Demonstrated expertise in legal research, document preparation, and case management, ensuring compliance with legal standards and regulations. Proficient in collaborating with attorneys to streamline case workflows and enhance productivity. Proven track record in managing high-stakes cases, including personal injury and commercial litigation, while maintaining meticulous attention to detail.

WORK EXPERIENCE

Senior Paralegal Smith & Johnson LLP

Jan 2023 - Present

- Conducted extensive legal research utilizing Westlaw and LexisNexis.
- Drafted and filed pleadings, motions, and discovery documents with precision.
- Managed case files, including maintaining calendars and deadlines.
- Coordinated with clients to gather necessary documentation and testimony.
- Assisted in trial preparation, including witness preparation and exhibit organization.
- Developed and maintained a comprehensive database for case management.

Paralegal Anderson Law Group

Jan 2020 - Dec 2022

- Supported attorneys in various civil litigation matters and case strategy.
 - Organized and maintained evidence files for ongoing cases.
 - Performed client interviews to gather relevant case information.
 - Drafted correspondence and legal documents, ensuring accuracy and compliance.
 - Assisted in the preparation of trial exhibits and witness lists.
 - Utilized case management software to track deadlines and document filings.
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EDUCATION

Bachelor of Arts in Legal Studies, University of California, Berkeley

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** legal research, document drafting, case management, client relations, trial preparation, compliance
- **Awards/Activities:** Streamlined document management processes, reducing retrieval time by 30%.
- **Awards/Activities:** Awarded 'Paralegal of the Year' for exceptional case support and client satisfaction.
- **Awards/Activities:** Successfully managed a caseload of over 50 active cases at any given time.
- **Languages:** English, Spanish, French