



MICHAEL ANDERSON

FAMILY LAW PARALEGAL

CONTACT

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

SKILLS

- family law
- document preparation
- client communication
- trial support
- legal research
- case management

LANGUAGES

- English
- Spanish
- French

EDUCATION

ASSOCIATE OF SCIENCE IN PARALEGAL STUDIES, COMMUNITY COLLEGE OF PHILADELPHIA

ACHIEVEMENTS

- Successfully assisted in over 200 family law cases, contributing to favorable outcomes.
- Recognized for outstanding client service and high satisfaction ratings.
- Implemented a new filing system that improved efficiency by 25%.

PROFILE

Highly skilled Paralegal specializing in family law with over six years of experience in supporting attorneys in contentious divorce and child custody cases. Expertise in drafting legal documents, conducting client interviews, and managing case files with a focus on providing exceptional client service. Proven ability to navigate the complexities of family law while ensuring compliance with statutory requirements.

EXPERIENCE

FAMILY LAW PARALEGAL

Johnson Family Law

2016 - Present

- Prepared and filed legal documents for divorce, custody, and support cases.
- Conducted client interviews to gather pertinent information and case facts.
- Maintained detailed case files and managed deadlines for filings.
- Coordinated with court personnel and opposing counsel regarding case schedules.
- Assisted attorneys in trial preparation, including witness preparation.
- Developed client resource materials to enhance understanding of legal processes.

PARALEGAL

Smith & Associates

2014 - 2016

- Supported attorneys in family law and estate planning matters.
- Drafted wills, trusts, and other estate planning documents with precision.
- Managed client communications and maintained case management software.
- Assisted in legal research for various family law issues.
- Prepared trial binders and organized evidence for hearings.
- Ensured compliance with local, state, and federal legal requirements.