



# MICHAEL ANDERSON

## Criminal Law Paralegal

Results-driven Paralegal with a substantial background in criminal law, offering over six years of experience in providing comprehensive legal support for criminal defense cases. Demonstrates a strong understanding of criminal procedures and the ability to assist attorneys in building effective defense strategies. Known for excellent research skills and the ability to analyze case law and statutory regulations.

## WORK EXPERIENCE

### Criminal Law Paralegal

2020-2023

Defenders of Justice

- Assisted in preparing legal documents for criminal defense cases.
- Conducted legal research on case law and statutory regulations.
- Maintained case files and tracked critical deadlines.
- Coordinated with witnesses and experts for trial preparation.
- Drafted motions and pleadings for court submission.
- Provided support during trial proceedings and client meetings.

### Paralegal

2019-2020

Criminal Defense Associates

- Supported attorneys in various criminal law cases, including felonies and misdemeanors.
- Conducted interviews with clients and witnesses to gather evidence.
- Drafted legal documents, including briefs and discovery requests.
- Maintained detailed case files and ensured compliance with legal protocols.
- Assisted in trial preparation, including organizing exhibits and witness lists.
- Researched legal precedents relevant to ongoing cases.

## ACHIEVEMENTS

- Successfully contributed to the acquittal of several high-profile cases.
- Recognized for exemplary performance in case management and support.
- Implemented a new filing system that improved document retrieval efficiency by 40%.

## CONTACT

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## EDUCATION

### Bachelor of Science in Criminal Justice

University of Texas  
2016-2020

## SKILLS

- criminal law
- legal research
- trial preparation
- document management
- client communication
- case analysis

## LANGUAGES

- English
- Spanish
- French