

Thor C. Lester
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Profile

Passionate, dependable legal assistant with over a year of experience eager to serve underrepresented communities. Bilingual and skilled in legal terminology, research and writing. Highly familiar with Michigan State Codes pertaining to family law and civil issues. Strong administrative and customer service experience with demonstrated willingness to go beyond the expected to ensure justice is served.

Key Skills

- Strong verbal and communications skills
- Detail-oriented
- Proactive
- Microsoft Office
- Conversational Spanish

Education

Associate in Applied Science in Paralegal Studies

Oakland Community College, Bloomfield Hills, MI, September 2016 – May 2018

High School Diploma

Lahser High School, Bloomfield Hills, MI, 2016

Professional Experience

Legal Assistant, Darrow Mustafa & Associates, Northville, MI

August 2019 – Present

- Conducting investigations to gather data regarding cases
- Writing and drafting reports and documents for civil trials
- Organizing and maintaining case files and legal documents
- Tracking hours and bills to clients
- Managing attorney schedules

Legal Assistant, Legal Services of South Central Michigan, Ypsilanti, MI

July 2018 – June 2019

- Greeted and interviewed clients needing medical services, public benefits and housing assistance
- Offered advice to clients, answered basic legal questions and referred to legal counsel as needed
- Provided administrative support for the office's legal work
- Managed client database and extracted weekly reports
- Commended for helping a senior immigrant couple obtain federal benefits previously denied