

Andrea Taylor
(012) 983-4567
taylor.andrea@youreemail.com
123 Main Street, Austin, Texas 12345

Profile

Highly efficient legal assistant with over eight years of experience and extensive knowledge of the official procedures and support required in the legal environment. Client-focused and computer-savvy with a proven track record of exemplary performance in a high-pressure law firm. Adept at creating or revising a range of legal documents, including court filings and dispositions.

Professional Experience

Senior Legal Assistant, Goldberg and Sawyer Law, Austin, TX

January 2015 to Present

- Compose and revise legal documents for attorneys
- Serve as a liaison between attorneys, clients, and other law firms
- Answer telephones and set up appointments for senior attorneys
- Manage calendars and schedule trial dates, hearings, and conferences
- Organize travel arrangements for attorneys
- Prepare and document expense reports

Legal Assistant, Peter Jones Law, Austin, TX

August 2012 - December 2014

- Answered emails and phone calls
- Managed confidential records and documents pertaining to litigation, divorce proceedings, and criminal negotiations
- Performed research as required
- Composed and revised legal documents
- Resolved a 6-month billing backdate and brought all accounts up to date
- Improved the organization of the paper and online filing systems
- Scheduled court dates and appointments with clients
- Organized and prepared documents for court dates and meetings

Education

Bachelor of Arts in Legal Studies

The University of Texas, Austin, TX, September 2008 - June 2012

Key Skills

- Extremely organized
- Punctual
- Team player
- Able to follow directives from senior partners
- Records management
- State and Federal E-Filing Procedures
- Knowledge of legal terminology
- Law office support
- Legal research
- Spreadsheet and database management