

Andrea Taylor

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(012) 983-4567

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.

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

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