

# Amanda Jones

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123 (456-7890)

## PROFILE

Computer-savvy legal assistant with 12+ years of experience in successfully supporting attorneys. Highly qualified assistant with a thorough command of legal, office, and administrative support functions combined with knowledge of court filings, legal procedures, and legal documents. Able to handle heavy caseloads while assisting with litigation requirements, including legal research, medical records review, and factual investigation.

## PROFESSIONAL EXPERIENCE

### Legal Assistant

The Law Offices of Austin & Ellis, Lansing, MI | February 2012  
- Present

- Provides administrative support to one attorney and four associate attorneys
- Worked on seven major cases worth more than \$150 million
- Resolved billing backlog of 6 months bringing all accounts receivable up-to-date
- Maintains client relations with sensitivity and confidentiality
- Provides training and mentorship for incoming legal assistant staff

### Legal Assistant

Sidney Watkins, LLP, Lansing, MI | July 2008 - February 2012

- Performed legal and administrative work in assisting an attorney
- Managed attorney's calendar including scheduling hearings, trials and conferences
- Provided status updates to clients on their cases
- Transcribed attorney's dictation from recordings and drafted correspondence
- Reviewed and organized records for over 600 clients in an MS Access database

## EDUCATION

### Associate of Applied Science in Paralegal Studies

Center Community College,  
Lansing, MI  
September 2006 - May 2008

## KEY SKILLS

- Proficient in MS Office and AbacusLaw
- Types 75+ WPM
- Excellent written and verbal communication skills
- Comprehensive research skills
- High level of professionalism

## CERTIFICATIONS

- General Practice Paralegal Studies
- The Paralegal Advanced Competency Exam (RP)