

Jasmine Patel

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SUMMARY

Motivated and detail-oriented recent law graduate with a strong foundation in contract law and legal research. Proven ability to draft and review contracts while ensuring compliance with applicable laws and regulations, looking to leverage legal skills in an Entry Level Contract Attorney position.

EXPERIENCE

Legal Intern

Jun 2021 - Dec 2021

Smith & Associates Law Firm, San Francisco, CA

- Assisted in the review and drafting of over 100 contracts, leading to a 30% reduction in processing time for client agreements.
- Conducted legal research on contract law topics, resulting in a comprehensive report that improved firm's internal knowledge base.
- Collaborated with senior attorneys to prepare case summaries and legal briefs, enhancing case preparation efficiency by 25%.

Research Assistant

Jan 2020 - May 2021

University of California, Hastings College of the Law, San Francisco, CA

- Supported faculty in conducting empirical research on contract enforcement, contributing to published articles in peer-reviewed journals.
- Organized and managed legal databases, improving accessibility and retrieval time of case materials by 40%.
- Participated in workshops focused on contract negotiation strategies, gaining practical insights into legal compliance issues.

Paralegal

Jan 2019 - Dec 2019

Law Office of John D. Smith, San Jose, CA

- Drafted legal correspondence and maintained client files, achieving a 98% accuracy rate in document preparation.
- Coordinated the execution of over 50 contracts, ensuring all documents were compliant and properly filed.
- Utilized legal management software to streamline case management processes, reducing clerical errors by 20%.

EDUCATION

Juris Doctor

May 2022

University of California, Hastings College of the Law, San Francisco, CA • GPA: 3.8

Bachelor of Arts in Political Science

May 2018

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Contract Drafting, Legal Research, Compliance Analysis, Negotiation Skills

Tools & Frameworks: LexisNexis, Westlaw, Clio