

Jasmine Torres

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SUMMARY

Detail-oriented and organized recent graduate with a strong academic background in legal studies. Proven ability to manage court documents and provide administrative support, looking to leverage skills as an Entry Level Court Clerk.

EXPERIENCE

Legal Intern

Jun 2021 - Dec 2021

Smith & Johnson Law Firm, Austin, TX

- Assisted in managing over 100 case files, ensuring all documents were filed accurately and on time, leading to a 30% increase in operational efficiency.
- Conducted legal research to support attorneys, resulting in a successful case resolution for 5 clients in less than 3 months.
- Utilized case management software to organize and track case progress, improving accessibility for the legal team.

Administrative Assistant

Jan 2020 - May 2021

Travis County Clerk's Office, Austin, TX

- Processed and filed over 200 documents daily, maintaining a 98% accuracy rate in data entry.
- Developed a filing system that reduced retrieval time for documents by 40%, enhancing office productivity.
- Provided customer service support to the public, helping to resolve inquiries efficiently and courteously.

Volunteer Legal Assistant

Sep 2019 - Dec 2019

Austin Legal Aid Society, Austin, TX

- Supported the preparation of legal documents for low-income clients, helping to serve over 50 families.
- Participated in community outreach programs, increasing awareness of legal resources by 25%.

EDUCATION

Bachelor of Science in Legal Studies

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Legal Research, Document Management, Data Entry, Case Management Software

Tools & Frameworks: Microsoft Office Suite, LexisNexis, CaseGuard