

Aisha Patel

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SUMMARY

Dedicated and detail-oriented law graduate with a strong foundation in estate planning and a proven ability to analyze legal documents. Passionate about providing clients with comprehensive estate strategies and ensuring compliance with legal requirements.

EXPERIENCE

Legal Intern

Jan 2023 - Present

Smith & Johnson Law Firm, Austin, TX

- Assisted in drafting wills and trusts for over 30 clients, contributing to a 25% increase in client satisfaction scores.
- Conducted thorough legal research on estate and tax laws, which improved the firm's compliance accuracy by 15%.
- Collaborated with senior attorneys to prepare for client meetings, resulting in a 20% reduction in meeting preparation time.

Legal Assistant

May 2021 - Dec 2022

The Law Office of Emily Garcia, San Antonio, TX

- Managed client files and documentation for estate planning cases, improving file retrieval efficiency by 30%.
- Participated in client consultations, aiding in the communication of legal concepts and strategies.
- Streamlined document preparation processes, reducing turnaround time by 40%.

Research Assistant

Sep 2018 - May 2021

University of Texas School of Law, Austin, TX

- Conducted in-depth research for faculty publications on estate planning law, resulting in two published articles.
- Coordinated a seminar on estate law which attracted over 100 attendees, enhancing community engagement.
- Developed a database of estate planning resources, increasing access to materials for students and faculty.

EDUCATION

Juris Doctor

May 2022

University of Texas School of Law, Austin, TX • GPA: 3.6

Bachelor of Science in Political Science

May 2018

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

SKILLS

Technical Skills: Estate Planning Law, Legal Research, Document Drafting, Client Consultation

Tools & Frameworks: Westlaw, LexisNexis, Microsoft Office Suite