

Aisha Patel

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SUMMARY

Dedicated and detail-oriented recent law graduate with a strong passion for family law. Proven ability to analyze case files and deliver effective legal solutions through research and negotiation skills, seeking to contribute to a dynamic law firm.

EXPERIENCE

Legal Intern

Jun 2022 - Aug 2022

Family Law Group, LLP, Los Angeles, CA

- Assisted in drafting legal documents which resulted in a 30% increase in case processing speed.
- Conducted legal research that supported successful outcomes in 5 family law cases.
- Collaborated with attorneys in preparing for court hearings, improving client preparedness and confidence.

Research Assistant

Sep 2021 - May 2022

University of Southern California - Family Law Clinic, Los Angeles, CA

- Performed comprehensive research on state family law statutes, contributing to a 15-page report that was utilized in a significant court case.
- Organized workshops for clients, resulting in a 40% increase in client understanding of family law processes.
- Maintained case files and legal databases with 100% accuracy.

Paralegal Assistant

Jan 2020 - Aug 2021

Smith & Johnson Attorneys at Law, Los Angeles, CA

- Managed client intake procedures, enhancing client satisfaction rates by 25%.
- Assisted in the preparation of 20+ divorce filings and motions, ensuring adherence to legal standards.
- Utilized case management software to track deadlines and case progress, resulting in a 20% reduction in missed filings.

EDUCATION

Juris Doctor

May 2023

University of Southern California, Los Angeles, CA • GPA: 3.6

Bachelor of Science in Psychology

May 2018

University of California, Los Angeles, Los Angeles, CA • GPA: 3.8

SKILLS

Technical Skills: Legal Research, Drafting Legal Documents, Client Advocacy, Negotiation

Tools & Frameworks: Westlaw, LexisNexis, Clio, Microsoft Office Suite