

Amina Patel

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SUMMARY

Detail-oriented and passionate recent law graduate with a focus on family law. Proven ability to communicate effectively and manage sensitive client relations, seeking to leverage skills in a dynamic legal environment.

EXPERIENCE

Legal Intern

May 2022 - Aug 2022

Family Law Associates, San Francisco, CA

- Assisted in drafting legal documents, including petitions and motions, resulting in a 30% increase in timely submissions.
- Conducted client interviews and gathered case information, contributing to a 15% improvement in case preparation efficiency.
- Supported attorneys in trial preparation, including organizing evidence and creating visual aids, enhancing case presentation.

Legal Research Assistant

Sep 2021 - May 2022

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

- Conducted comprehensive legal research on family law precedents, aiding in the development of a successful legal strategy.
- Collaborated with faculty members on case studies that improved student understanding of family law impacts.
- Utilized Westlaw and LexisNexis for case law research, reducing research time by 25%.

Volunteer Mediator

Jan 2021 - Dec 2021

Community Mediation Center, San Francisco, CA

- Facilitated mediation sessions for family disputes, achieving resolution in 80% of cases.
- Developed conflict resolution workshops that increased community engagement by 40%.
- Trained new volunteers on mediation techniques, contributing to improved service quality.

EDUCATION

Juris Doctor

May 2023

University of California, Hastings College of the Law, San Francisco, CA • GPA: 3.5

Bachelor of Arts in Psychology

May 2020

University of California, Berkeley, Berkeley, CA • GPA: 3.8

SKILLS

Technical Skills: Legal Research, Drafting Legal Documents, Mediation Techniques, Client Relations

Tools & Frameworks: Westlaw, LexisNexis, Microsoft Office Suite, Case Management Software