

Amina Patel

amina.patel@example.com • (555) 123-4567 • San Francisco, CA • linkedin.com/in/amina-patel

SUMMARY

Detail-oriented and motivated law graduate with strong research and analytical skills. Committed to supporting legal teams by providing comprehensive assistance in case preparation and documentation.

EXPERIENCE

Legal Intern

Jun 2022 - Present

Smith & Associates Law Firm, San Francisco, CA

- Assisted in the preparation of 30+ legal documents, resulting in a 20% decrease in processing time for client cases.
- Conducted thorough legal research on issues related to family law that contributed to winning a high-stakes custody case worth \$500,000.
- Developed and maintained a comprehensive filing system that improved document retrieval time by 50%.

Research Assistant

Sep 2021 - May 2022

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

- Supported a professor in publishing a research paper on privacy law, which was cited in multiple legal journals.
- Analyzed case law and summarized findings for law students, enhancing their understanding of legal principles.
- Organized and led study sessions that helped improve peers' grades by an average of 15%.

Office Assistant

Jan 2020 - Aug 2021

Neighborhood Legal Services, San Francisco, CA

- Managed client intake process, increasing efficiency by 25% through improved scheduling and communication.
- Drafted client correspondence and initial case assessments that streamlined the onboarding process.
- Coordinated outreach programs that increased legal service awareness in the community by 30%.

EDUCATION

Bachelor of Arts in Political Science

May 2021

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

SKILLS

Technical Skills: Legal Research, Case Management, Document Drafting, Client Communication

Tools & Frameworks: LexisNexis, Westlaw, Microsoft Office Suite