

Amina Patel

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SUMMARY

Detail-oriented and motivated law graduate with a strong foundation in legal research and analysis. Proven ability to support legal teams in a fast-paced environment, contributing to successful case outcomes through effective communication and diligent work ethic.

EXPERIENCE

Legal Intern

Jan 2023 - Present

XYZ Law Firm, Los Angeles, CA

- Assisted in the preparation of 15+ legal documents, enhancing efficiency by 25% through streamlined processes.
- Conducted comprehensive legal research that contributed to winning a case valued at \$500,000.
- Collaborated with attorneys to develop case strategies, leading to a 30% faster resolution of client issues.

Research Assistant

Sept 2021 - May 2022

University of Southern California - Law School, Los Angeles, CA

- Supported professors in legal research, resulting in two published articles on civil rights law.
- Drafted summaries of case law that improved student understanding by 40% as indicated by course evaluations.
- Organized and led study groups that enhanced peer learning and academic performance.

Paralegal Volunteer

June 2020 - Aug 2021

Community Legal Aid, Los Angeles, CA

- Provided legal assistance to over 50 low-income clients, resulting in successful outcomes in 90% of cases.
- Created a client feedback system that improved service satisfaction ratings by 15%.
- Managed case files using legal management software, enhancing organizational efficiency.

EDUCATION

Juris Doctor

May 2023

University of Southern California - Law School, Los Angeles, CA • GPA: 3.8

Bachelor of Arts in Political Science

May 2020

University of California, Los Angeles, Los Angeles, CA • GPA: 3.7

SKILLS

Technical Skills: Legal Research, Contract Law, Civil Litigation, Case Management

Tools & Frameworks: LexisNexis, Westlaw, Microsoft Office Suite