

Aisha Khan

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SUMMARY

Detail-oriented and highly motivated recent graduate with a Bachelor's degree in Legal Studies. Proficient in legal research and document preparation, with strong organizational skills and a commitment to supporting legal teams effectively.

EXPERIENCE

Legal Intern

Jan 2023 - Present

Smith & Associates Law Firm, Boston, MA

- Assisted in preparing legal documents, resulting in a 30% reduction in drafting errors.
- Conducted legal research that contributed to successful outcomes in 5 cases.
- Managed case files and ensured timely updates, improving document retrieval times by 50%.

Administrative Assistant

Jun 2021 - Dec 2022

Downtown Community Center, Boston, MA

- Coordinated scheduling and logistics for community legal workshops, increasing attendance by 40%.
- Maintained filing systems and databases, streamlining office procedures and reducing retrieval time by 20%.
- Communicated with clients and stakeholders to ensure compliance with community legal initiatives.

Legal Research Assistant (Volunteer)

Sep 2020 - May 2021

Harvard Law School Clinic, Cambridge, MA

- Conducted extensive case law research and summarized findings for attorneys, aiding in the preparation of 10 legal briefs.
- Collaborated with a team of 5 peers to analyze legal documents and prepare summaries for client consultations.
- Assisted in drafting proposals and reports that enhanced clinic outreach efforts.

EDUCATION

Bachelor of Science in Legal Studies

May 2022

Boston University, Boston, MA • GPA: 3.7

SKILLS

Technical Skills: Legal Research, Document Management, Case Management Software, Microsoft Office Suite

Tools & Frameworks: LexisNexis, Westlaw, Clio