

Aisha Patel

aisha.patel@example.com • (555) 123-4567 • Boston, MA • linkedin.com/in/aishapatel

SUMMARY

Detail-oriented and analytical law graduate with strong research skills and a passion for legal analysis. Proficient in legal research methodologies and tools, with hands-on experience in supporting case preparation and documentation.

EXPERIENCE

Legal Research Intern

Jun 2022 - Present

Smith & Associates Law Firm, Boston, MA

- Conducted comprehensive legal research that contributed to a 20% reduction in case preparation time by streamlining documentation processes.
- Assisted in drafting legal memos and briefs, enhancing the quality of submissions leading to a 15% increase in favorable case outcomes.
- Utilized Westlaw and LexisNexis for case law research, improving the efficiency of legal findings by 30%.

Research Assistant

Sep 2020 - May 2022

University of Massachusetts Law School, Amherst, MA

- Supported faculty research projects by gathering relevant legal precedents, resulting in two published articles in peer-reviewed journals.
- Organized and maintained a database of legal articles, improving access for students and faculty by 40%.
- Participated in workshops on legal research methodologies, enhancing research acumen and analytical skills.

Intern

May 2019 - Aug 2019

Legal Aid Society, Springfield, MA

- Provided support to attorneys in client intake and case assessments, improving the process efficiency by 25%.
- Engaged in community outreach programs to educate citizens about their legal rights, contributing to a 50% increase in program attendance.
- Drafted client correspondence and assisted in the preparation of legal documents under supervision.

EDUCATION

Bachelor of Science in Legal Studies

May 2018

University of Massachusetts Amherst, Amherst, MA • GPA: 3.7

SKILLS

Technical Skills: Legal Research, Case Analysis, Document Drafting, Data Management

Tools & Frameworks: Westlaw, LexisNexis, Microsoft Office Suite, Adobe Acrobat