

Riya Patel

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SUMMARY

Detail-oriented and organized recent graduate with a Bachelor's in Legal Studies and internship experience in a fast-paced law firm. Proven ability to manage administrative tasks efficiently and support legal teams in achieving their objectives.

EXPERIENCE

Legal Intern

Jun 2022 - Aug 2022

Johnson & Smith Attorneys, San Francisco, CA

- Assisted in preparing legal documents that improved case processing time by 15%.
- Conducted legal research that supported successful outcomes in 3 cases.
- Maintained client files and managed scheduling, enhancing overall team efficiency.

Administrative Assistant

Jan 2020 - May 2022

ABC Corporation, San Francisco, CA

- Managed office communications and appointments, reducing scheduling conflicts by 30%.
- Implemented a new filing system that improved document retrieval time by 25%.
- Assisted in the preparation of reports and presentations, contributing to successful project completions.

Volunteer Legal Assistant

Sep 2019 - Dec 2019

Legal Aid Society, San Francisco, CA

- Supported legal staff in case management for underserved communities.
- Coordinated client intake processes, increasing efficiency by 20%.
- Drafted correspondence and documents that enhanced client communication.

EDUCATION

Bachelor of Science in Legal Studies

May 2022

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Legal Research, Document Management, Time Management, Communication Skills

Tools & Frameworks: Microsoft Office Suite, LexisNexis, Clio