

Jasmine Patel

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SUMMARY

Detail-oriented law clerk with over three years of experience supporting legal teams in litigation and transactional matters. Proven ability to conduct thorough legal research, draft legal documents, and manage case files effectively.

EXPERIENCE

Law Clerk

Jan 2021 - Present

Smith & Johnson LLP, San Francisco, CA

- Assisted in preparing legal briefs that resulted in a 25% reduction in case preparation time for litigation.
- Conducted extensive legal research which contributed to winning a \$500,000 settlement for a key client.
- Managed and organized case files, implementing a new electronic filing system that improved document retrieval time by 40%.

Legal Intern

Jun 2020 - Dec 2020

California Public Defender's Office, Los Angeles, CA

- Drafted motions and pleadings which were accepted in court on first submission, increasing approval rates by 30%.
- Participated in client interviews and case strategy sessions, enhancing understanding of client needs and legal options.
- Assisted attorneys in trial preparation, resulting in successful outcomes in 90% of cases handled.

Research Assistant

Sep 2018 - May 2020

University of California, Berkeley - Law School, Berkeley, CA

- Conducted legal research for professors on complex topics, resulting in two published papers in peer-reviewed journals.
- Organized and maintained a comprehensive database of case law, improving resource accessibility by 50%.
- Provided administrative support during legal clinics, facilitating services for over 100 clients.

EDUCATION

Bachelor of Arts in Political Science

May 2018

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

SKILLS

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

Tools & Frameworks: Westlaw, LexisNexis, Clio