

Aisha Patel

aisha.patel.legal@example.com • (555) 987-6543 • Austin, TX • linkedin.com/in/aisha-patel-legal

SUMMARY

Detail-oriented Legal Assistant with over 5 years of experience in supporting attorneys with case preparation, legal research, and client management. Proven ability to enhance office efficiency and contribute to successful case outcomes.

EXPERIENCE

Legal Assistant

Jan 2021 - Present

Smith & Associates Law Firm, Austin, TX

- Managed documentation for over 100 active cases, improving case processing time by 30%.
- Conducted legal research that contributed to a 15% reduction in case expenses over the last year.
- Streamlined client onboarding process, reducing time by 20 hours per month.

Paralegal Intern

Jun 2019 - Dec 2020

Johnson Law Group, Austin, TX

- Assisted in preparing trial materials for 10+ cases, resulting in 80% successful outcomes.
- Developed a case management database that increased team efficiency by 25% in document retrieval.
- Performed comprehensive legal research that saved the firm approximately \$5,000 in external consulting fees.

Administrative Assistant

Mar 2018 - May 2019

Greenberg Law Office, Austin, TX

- Provided administrative support to a team of 5 attorneys, enhancing workflow and communication.
- Coordinated scheduling and documentation for over 50 client meetings, resulting in a 98% client satisfaction rate.
- Implemented an electronic filing system that decreased paperwork processing time by 15 hours per month.

EDUCATION

Bachelor of Science in Legal Studies

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Legal Research, Case Management, Document Drafting, Client Relations

Tools & Frameworks: LexisNexis, Clio, Microsoft Office Suite