

Aisha Patel

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SUMMARY

Detail-oriented Legal Secretary with over 5 years of experience supporting attorneys in fast-paced law firms. Proven ability to manage multiple priorities, prepare legal documents accurately, and enhance office efficiency with strong communication and organizational skills.

EXPERIENCE

Legal Secretary

Jan 2022 - Present

Smith & Associates Law Firm, Chicago, IL

- Streamlined document preparation processes, reducing turnaround time by 30%.
- Maintained and organized case files for over 100 active clients, ensuring compliance with legal standards.
- Utilized Clio and Westlaw for case management and legal research, increasing research efficiency by 25%.

Legal Assistant

Jun 2018 - Dec 2021

Johnson & Co. Attorneys at Law, Chicago, IL

- Assisted in the preparation of legal documents, achieving a 98% accuracy rate in filings.
- Coordinated schedule for attorneys, successfully managing over 200 appointments per month without conflicts.
- Created templates for frequently used documents, resulting in a 20% time savings for the legal team.

Administrative Assistant

Aug 2016 - May 2018

Davis Legal Group, Chicago, IL

- Developed and maintained filing systems that improved access to documents by 40%.
- Supported billing and invoicing processes, ensuring timely payments and a reduction in overdue accounts by 15%.
- Implemented a new scheduling tool that increased meeting efficiency by 30%.

EDUCATION

Bachelor of Science in Paralegal Studies

May 2018

Loyola University Chicago, Chicago, IL • GPA: 3.7

SKILLS

Technical Skills: Document Management, Legal Research, Microsoft Office Suite, Time Management

Tools & Frameworks: Clio, Westlaw, LexisNexis