

Amina Patel

amina.patel@example.com • (555) 123-4567 • Chicago, IL • linkedin.com/in/aminapatel

SUMMARY

Dedicated Mid Level Law Clerk with over 5 years of experience supporting attorneys in litigation and corporate law. Proven track record in legal research, document preparation, and case management with a focus on achieving favorable outcomes for clients.

EXPERIENCE

Law Clerk

Jan 2022 - Present

Smith & Associates Law Firm, Chicago, IL

- Conducted comprehensive legal research and analysis that contributed to a 15% increase in successful case outcomes within the first year.
- Drafted and reviewed over 100 legal documents, ensuring compliance with state and federal regulations, which reduced document processing time by 20%.
- Managed case files and assisted in trial preparation, leading to a more efficient workflow that saved 10 hours per week for senior attorneys.

Legal Intern

May 2020 - Dec 2021

Johnson & Partners LLP, Chicago, IL

- Supported litigation team by preparing case summaries and analyzing legal precedents, which improved the team's case strategy effectiveness by 30%.
- Assisted in client consultations and maintained communication with clients, enhancing client satisfaction rates significantly.
- Utilized Westlaw and LexisNexis for efficient legal research, ensuring thorough case preparation for court.

Legal Assistant

Jun 2018 - Apr 2020

Greenberg & Co. Attorneys, Chicago, IL

- Organized and maintained case files, resulting in a 25% reduction in retrieval time for critical documents.
- Coordinated meetings and managed schedules for attorneys, improving overall office efficiency.
- Developed and implemented a tracking system for case deadlines that improved project management and reduced missed deadlines by 40%.

EDUCATION

Bachelor of Arts in Political Science

May 2018

University of Illinois at Chicago, Chicago, IL • GPA: 3.7

SKILLS

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

Tools & Frameworks: Westlaw, LexisNexis, Microsoft Office Suite, Clio