

Amina Patel

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SUMMARY

Dedicated paralegal with over 5 years of experience in litigation support and legal research. Proven ability to manage complex cases efficiently, ensuring timely delivery and compliance with legal standards.

EXPERIENCE

Paralegal

Jan 2022 - Present

Smith & Johnson Law Firm, San Francisco, CA

- Reduced case preparation time by 30% by implementing a new document management system.
- Conducted thorough legal research that contributed to a \$1 million settlement in a complex litigation case.
- Facilitated communication between attorneys and clients, enhancing client satisfaction scores by 25%.

Legal Assistant

Jun 2018 - Dec 2021

Anderson & Associates, San Francisco, CA

- Assisted in drafting legal documents and correspondence which improved department efficiency by 15%.
- Organized and maintained case files, resulting in a 20% decrease in document retrieval time.
- Supported trial preparation by compiling evidence and preparing trial binders that contributed to successful case outcomes.

Intern

Sep 2017 - May 2018

City Public Defender's Office, San Francisco, CA

- Conducted legal research and summarized case law for attorneys, leading to improved case strategies.
- Assisted in preparing clients for court appearances, resulting in a 90% success rate for cases handled.
- Performed administrative duties, enhancing office organization and efficiency.

EDUCATION

Bachelor of Science in Criminal Justice

May 2018

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

SKILLS

Technical Skills: Legal Research, Document Management, Case Management Software, Contract Review

Tools & Frameworks: LexisNexis, Westlaw, Clio