



HENRY WALKER



Bilingual Legal Assistant

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PROFESSIONAL SUMMARY

Accomplished Bilingual Legal Assistant with 7 years of extensive experience in providing legal support in diverse areas, including immigration and civil law. Skilled in managing legal documents, facilitating client communications, and performing administrative duties. Eager to leverage bilingual skills to enhance legal operations and ensure client satisfaction.

WORK EXPERIENCE

Bilingual Legal Assistant  Mar / 2021-Ongoing
Seaside Innovations  Santa Monica, CA

- 1. Managed and organized legal documentation for immigration and civil litigation cases.
- 2. Provided bilingual support to clients by translating documents and facilitating effective communication.
- 3. Assisted attorneys in drafting legal documents, ensuring accuracy and adherence to legal standards.
- 4. Coordinated client appointments and maintained attorney calendars for optimal scheduling.
- 5. Reviewed and proofread legal documents to ensure clarity and correctness.
- 6. Conducted legal research to support case preparation and strategy development.
- 7. Maintained confidentiality and compliance with legal regulations at all times.

Bilingual Legal Assistant  Mar / 2018-Mar / 2021
Lakeside Apparel Co  Chicago, IL

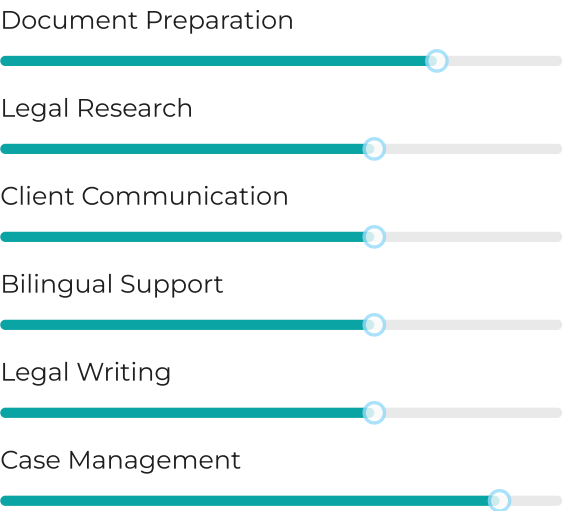
- 1. Answered bilingual calls and scheduled consultations for new clients, enhancing client intake processes.
- 2. Managed filing systems, ensuring all client documents were organized and easily accessible.
- 3. Utilized strong customer service skills to address client inquiries and resolve issues effectively.
- 4. Handled bookkeeping tasks, including payments and invoicing for legal services.
- 5. Prepared and filed legal documents with courts and government agencies, ensuring compliance with deadlines.
- 6. Conducted client interviews to gather necessary information for immigration cases.

EDUCATION

Associate of Applied Science in Paralegal Studies  Mar / 2015 - Mar / 2018
Lincoln College of Technology  Phoenix, AZ

Focused on legal research, document drafting, and client relations.





SKILLS



INTERESTS

-  Gaming  Fashion
-  Film  Technology




STRENGTHS

-  Fairness  Flexibility
-  Forward-thinking  Gratitude

LANGUAGES



ACHIEVEMENTS

-  Streamlined document management processes, reducing retrieval times by 30%.
-  Successfully translated over 100 legal documents, ensuring accuracy and compliance.
-  Facilitated communication between attorneys and Spanish-speaking clients, improving client satisfaction scores.