

# OLIVIA SMITH

Bilingual Legal Assistant

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## PROFESSIONAL SUMMARY

Results-oriented Bilingual Legal Assistant with 10 years of comprehensive experience in legal support, specializing in immigration and civil law. Proficient in document preparation, client liaison, and case management. Committed to utilizing bilingual proficiency to enhance legal workflows and ensure client satisfaction.

## WORK EXPERIENCE

**Bilingual Legal Assistant** Mar / 2018-Ongoing  
WidgetWorks Inc. Denver, CO

1. Prepared and organized legal documents, including affidavits, briefs, and contracts, maintaining a structured filing system.
2. Conducted legal research to support cases, presenting findings to attorneys for informed decision-making.
3. Facilitated communication between clients and legal teams, ensuring clarity and understanding of case details.
4. Managed court filings and deadlines, ensuring compliance with legal procedures.
5. Coordinated trial preparation activities, including organizing exhibits and witness schedules.
6. Assisted attorneys in case strategy development through comprehensive fact investigations.
7. Maintained confidentiality and integrity of sensitive legal information throughout all processes.

**Bilingual Legal Assistant** Mar / 2015-Mar / 2018  
Summit Peak Industries Denver, CO

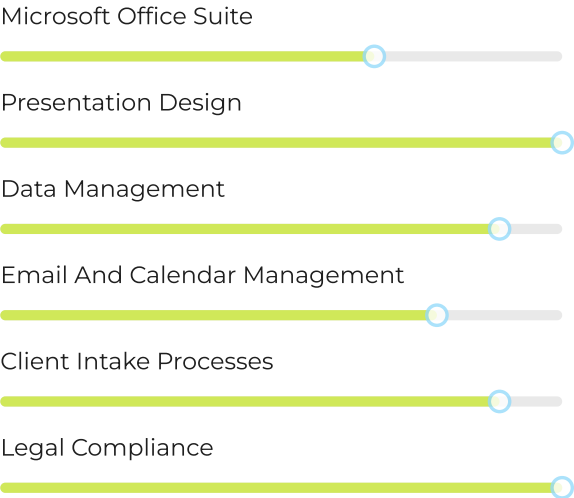
1. Translated legal documents and correspondence from Spanish to English, ensuring precise communication.
2. Managed incoming client inquiries, providing information on legal processes and referrals as necessary.
3. Set up and maintained client files, ensuring all documentation is accurate and up to date.
4. Coordinated appointments and meetings between clients and attorneys, optimizing schedules for efficiency.
5. Performed bookkeeping tasks, including invoicing and tracking payments related to legal services.
6. Handled administrative tasks such as filing, faxing, and mailing legal documents to clients and courts.

## EDUCATION

**Associate of Applied Science in Paralegal Studies** Mar / 2012 - Mar / 2015  
Central Community College Toronto, ON

Developed foundational legal knowledge and skills, focusing on legal research, writing, and documentation.

## SKILLS



## INTERESTS

- Podcasts Language Learning  
Dancing Cycling

## STRENGTHS

- Intuition Leadership  
Listening Mentorship

## LANGUAGES



## ACHIEVEMENTS

- Successfully translated legal documents, ensuring accuracy and compliance with legal standards.
- Streamlined filing system, improving document retrieval time by 30%.