



# MASON WILSON

Paralegal Clerk

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## PROFESSIONAL SUMMARY

Dedicated Paralegal Clerk with 5 years of experience in legal document management and client support within fast-paced law environments. Skilled in case preparation, legal research, and compliance, ensuring seamless operations for legal teams. Committed to optimizing legal processes and enhancing service delivery while maintaining the highest standards of professionalism.

## WORK EXPERIENCE

**Paralegal Clerk** 📅 Feb / 2022-Ongoing  
**Maple Leaf Consulting** 📍 Toronto, ON

- 1. Prepares and organizes case files for court hearings, ensuring all necessary documentation is included.
- 2. Files legal documents with the Clerk's Office, adhering to court protocols and GCIC policies.
- 3. Assisted attorneys in preparing legal documents and case files for court proceedings.
- 4. Conducted legal research to support case preparation and strategy development.
- 5. Serves as a liaison between prosecutors, investigators, and the public, ensuring effective communication.
- 6. Handles incoming calls to respond to inquiries from attorneys, defendants, and court officials regarding case status.
- 7. Managed and organized case files, ensuring all documents were up-to-date and accessible.

**Legal Clerk** 📅 Feb / 2020-Feb / 2022  
**Crescent Moon Design** 📍 Portland, OR

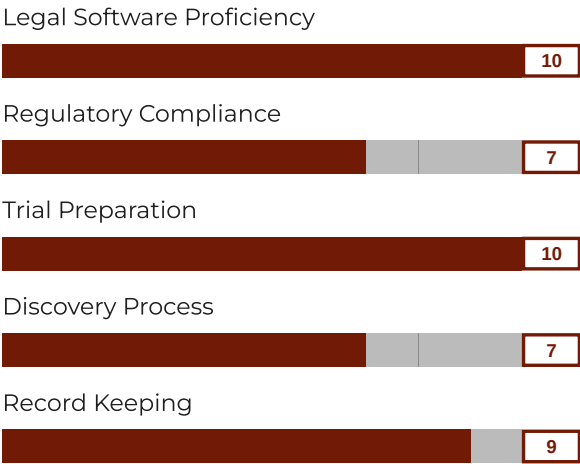
- 1. Conducted comprehensive reviews of legal files to ensure accuracy and compliance with legal standards.
- 2. Executed the proper destruction of obsolete documents, adhering to confidentiality protocols.
- 3. Prepared physical files for digitization, enhancing the electronic filing system.
- 4. Entered electronic filing data into the case management database, ensuring accuracy and accessibility.

## EDUCATION

**Associate of Applied Science in Paralegal Studies** 📅 Feb / 2018 - Feb / 2020  
**State College of Law** 📍 Denver, CO

Focused on legal writing, research methodologies, and case management techniques.

## SKILLS



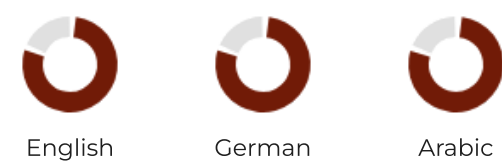
## INTERESTS

- 🎨 Art
- 🧘 Volunteering
- 🌲 Hiking
- 🧘 Yoga

## STRENGTHS

- 🔍 Criticality
- 📋 Detail-oriented
- 🧠 Diplomacy
- 😊 Enthusiasm

## LANGUAGES



## ACHIEVEMENTS

- ★ Successfully organized and maintained over 200 case files, improving retrieval efficiency by 30%.
- ★ Streamlined document filing processes, reducing processing time by 25%.