

NOAH WILLIAMS



Legal Research Assistant

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PROFESSIONAL SUMMARY

Accomplished Legal Research Assistant with 10 years of expertise in conducting in-depth legal research, drafting precise documents, and managing case files across various legal sectors. Proven ability to enhance operational efficiency and compliance through meticulous attention to detail and strong organizational skills. Eager to contribute my extensive experience to a dynamic legal team.

WORK EXPERIENCE

Legal Research Assistant  Jun / 2018-Ongoing
WidgetWorks Inc.  Denver, CO

- 1. Conducted thorough legal research to support case strategies and litigation efforts.
- 2. Drafted and reviewed legal documents, including pleadings, motions, and discovery requests.
- 3. Managed case files, ensuring all materials were organized and easily accessible.
- 4. Coordinated with attorneys to prepare for trials, including compiling evidence and witness lists.
- 5. Assisted in the collection and organization of discovery material for litigation.
- 6. Maintained a calendar of critical deadlines and court dates to ensure timely submissions.
- 7. Collaborated with clients and witnesses to gather necessary information for cases.

Legal Research Assistant  Jun / 2015-Jun / 2018
Cactus Creek Solutions  Phoenix, AZ

- 1. Researched legal issues pertinent to administrative hearings and provided detailed summaries.
- 2. Assisted attorneys during hearings by managing documents and ensuring compliance with procedural rules.
- 3. Scheduled and coordinated administrative hearings, maintaining clear communication with all parties.
- 4. Reviewed and processed complaints, guiding complainants through resolution procedures.
- 5. Maintained accurate records of hearings and decisions for future reference.
- 6. Facilitated communication between the Board and licensees regarding legal inquiries.

EDUCATION

Bachelor of Arts in Political Science  Jun / 2012-Jun / 2015
University of Chicago  Chicago, IL

Focused on legal studies and research methodologies.

SKILLS

Legal Research Software

Legal Research

Document Drafting

Case Management

Client Communication

INTERESTS


 Gaming


 Collecting


 Public Speaking


 Volunteering

STRENGTHS


 Courage


 Creativity


 Intuition

 Agility

LANGUAGES

 English

 Arabic

 Russian

ACHIEVEMENTS

- ★ Streamlined legal research processes, reducing research time by 30%.
- ★ Drafted over 200 legal documents, ensuring 100% compliance with court requirements.