



ISABELLA CLARK

Litigation Legal Assistant

support@qwikresume.com
(123) 456 7899
Los Angeles
www.qwikresume.com

PROFESSIONAL SUMMARY

Accomplished Litigation Legal Assistant with a decade of experience in managing complex litigation cases and providing comprehensive support to legal teams. Expert in drafting legal documents, conducting detailed legal research, and ensuring compliance with court regulations. Driven to enhance operational efficiency and deliver outstanding client service in high-pressure environments.

WORK EXPERIENCE

Litigation Legal Assistant
WidgetWorks Inc.
Apr / 2018-Ongoing
Denver, CO

- Managed a diverse caseload for a busy law firm specializing in litigation, ensuring timely and accurate case documentation.
- Supported a team of three attorneys in trial preparation, including organizing evidence and drafting motions.
- Coordinated attorney schedules, including meetings, court appearances, and client consultations.
- Maintained daily communication with clients, providing updates on case statuses and hearing results.
- Created and monitored litigated files, ensuring compliance with procedural rules throughout the litigation process.
- Handled incoming mail and case-related correspondence, logging and distributing materials efficiently.
- Drafted legal documents such as motions, briefs, and cover letters under attorney supervision.

LITIGATION LEGAL ASSISTANT
Lakeside Apparel Co
Apr / 2015-Apr / 2018
Chicago, IL

- Led a team of legal assistants and clerks focused on real estate and foreclosure cases, enhancing overall productivity.
- Prepared legal documents including pleadings, motions, and affidavits with precision and attention to detail.
- Established professional relationships with financial institutions, serving as a liaison for clients and debtors.
- Communicated effectively with clients to ensure timely case progress and resolution.
- Utilized effective time management to handle a high volume of cases and correspondence daily.
- Generated reports on case progress and team performance, aiding in strategic decision-making.

EDUCATION

Associate of Applied Science in Paralegal Studies
City College
Apr / 2012 - Apr / 2015
Toronto, ON
Completed coursework in legal research, civil litigation, and legal writing.

SKILLS



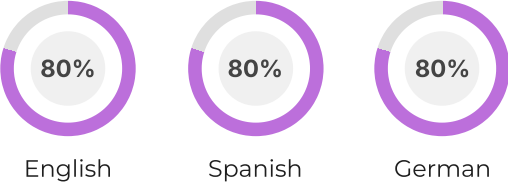
INTERESTS

- Podcasts, Language Learning, Dancing, Cycling

STRENGTHS

- Intuition, Leadership, Listening, Mentorship

LANGUAGES



ACHIEVEMENTS

- Successfully managed over 300 litigation cases, ensuring timely document preparation and compliance with deadlines.
- Streamlined case management processes, resulting in a 20% increase in departmental efficiency.