

# HENRY WALKER

Associate Paralegal Specialist

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## PROFESSIONAL SUMMARY

Dynamic paralegal professional with a decade of experience in legal research, document drafting, and case management. Expertly supports attorneys in high-stakes litigation and ensures compliance with legal protocols. My commitment to precision and effective communication drives successful outcomes in complex legal environments.

## WORK EXPERIENCE

Associate Paralegal Specialist Jun / 2018-Ongoing  
Blue Sky Innovations Chicago, IL

- 1. Performed extensive legal research into legislative history and precedent cases to support litigation strategies.
- 2. Provided litigation support by assisting with case presentations for sensitive criminal and civil matters.
- 3. Received and verified documents from the Foreign Intelligence Surveillance Court, ensuring compliance with legal standards.
- 4. Organized and filed court materials, maintaining accurate electronic records for easy access.
- 5. Maintained strict control of classified information, ensuring secure handling of sensitive materials.
- 6. Drafted various legal documents, including briefs, motions, and reports, reflecting attention to detail.
- 7. Compiled and submitted Weekly, Rule Nine, and Monthly Reports to track case progress and outcomes.

Paralegal Specialist Jun / 2015-Jun / 2018  
Lakeside Apparel Co Chicago, IL

- 1. Prepared comprehensive case files and legal documents for court submissions.
- 2. Executed e-filing procedures to ensure timely document submission.
- 3. Managed the issuance of summons, subpoenas, and litigation notices to relevant parties.
- 4. Conducted demographic research on children under state custody for case assessments.
- 5. Updated online tracking systems to reflect the status of ongoing cases.
- 6. Compiled discovery documents to support litigation teams effectively.

## EDUCATION

Bachelor of Science in Legal Studies Jun / 2012-Jun / 2015  
University of Florida Phoenix, AZ

Studied legal principles, research methodologies, and case law analysis.

## SKILLS



## ACHIEVEMENTS

- ★ Successfully managed over 150 case files, ensuring timely filing and compliance with court deadlines.
- ★ Assisted in the preparation of legal documents for high-profile cases, contributing to a 20% increase in successful litigation outcomes.
- ★ Streamlined document management processes, reducing retrieval time by 30% through enhanced organizational systems.