



BENJAMIN LEE

Paralegal Supervisor

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PROFESSIONAL SUMMARY

Results-oriented Paralegal Supervisor with 5 years of experience in overseeing legal teams and enhancing operational workflows. Expertise in legal document preparation, compliance management, and staff training. Proven ability to foster a productive work environment and drive team success through strategic initiatives and effective communication.

WORK EXPERIENCE

Paralegal Supervisor Mar / 2022-Ongoing
WidgetWorks Inc. Denver, CO

- 1. Supervised and trained the Chapter 7 Bankruptcy department, ensuring adherence to legal standards.
- 2. Prepared training agendas and conducted department meetings to enhance team effectiveness.
- 3. Managed daily transactions and database operations using BJ Murray software.
- 4. Reviewed, drafted, and prepared legal documents for court filings with precision.
- 5. Scheduled and organized case calendars for daily hearings, optimizing workflow.
- 6. Conducted client interviews to gather and structure financial data efficiently.
- 7. Maintained regular communication with the United States Trustee's office to facilitate case progress.

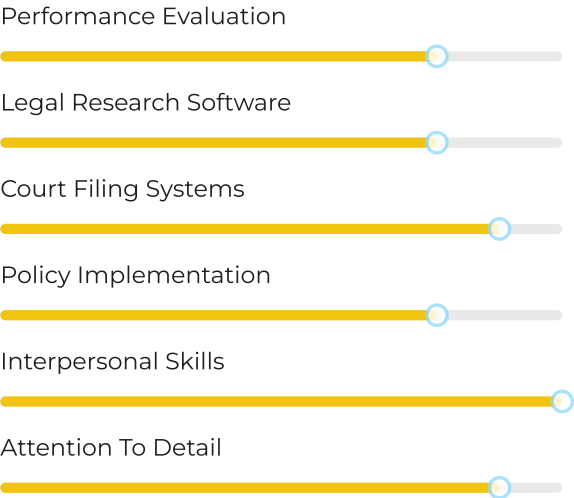
Paralegal Supervisor Mar / 2020-Mar / 2022
Summit Peak Industries Denver, CO

- 1. Oversaw a team of 20-25 staff, including Case Managers and Paralegal Specialists, ensuring operational efficiency.
- 2. Trained and mentored junior paralegals, enhancing their skills and competency in case preparation.
- 3. Directed all phases of trial preparation, including discovery, pleadings, and arbitration processes.
- 4. Ensured compliance with court rules across multiple jurisdictions, including Nassau and Suffolk.
- 5. Managed workflow and provided guidance during excessive trial preparations.
- 6. Demonstrated multitasking abilities in high-pressure settings, resolving client issues effectively.

EDUCATION

Associate of Applied Science in Paralegal Studies Mar / 2018 - Mar / 2020
Loyola University Phoenix, AZ
Completed comprehensive coursework in legal research, ethics, and litigation processes.

SKILLS



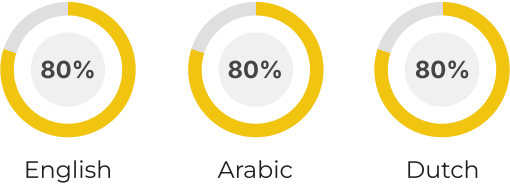
INTERESTS

- Podcasts
- Language Learning
- Dancing
- Cycling

STRENGTHS

- Intuition
- Leadership
- Listening
- Mentorship

LANGUAGES



ACHIEVEMENTS

- Streamlined case preparation processes, reducing turnaround time by 30%.
- Implemented training programs that improved junior paralegal performance by 25%.