Andrea Taylor

Austin, TX 12534
(123) 456-789080
taylor.andrea@youremail.com
[Insert LinkedIn or Online Portfolio Link]

Professional Summary

(Express yourself, mention your expertise and if possible convince the employer that you would be an asset to their firm, if hired)

Detail-oriented and dependable Legal Assistant with extensive experience supporting attorneys in fast-paced law office environments. Proven ability to manage legal documentation, maintain accurate records, and streamline office workflows. Committed to confidentiality, compliance with legal procedures, and delivering exceptional support to legal teams.

Professional Experience

(Mention your internships & apprenticeships and every other experience you have)

Legal Assistant

Law Offices of Smith & Greene, Austin, TX
Jan 2020 – Present

- Assisted senior attorneys in preparing case files, motions, and legal correspondence

- Managed client communications, scheduled appointments, and maintained calendars

- Oversaw legal filing processes and ensured compliance with federal/state e-filing procedures

- Conducted legal research and drafted basic legal documents

- Maintained document management systems and case databases

Administrative Legal Assistant

Johnson & Partners Law Firm, Austin, TX
Jun 2017 – Dec 2019

- Supported attorneys in daily administrative operations

- Handled records management and organized legal documents

- Created and maintained spreadsheets for case tracking and billing

- Assisted with client intake processes and maintained confidentiality of sensitive data

- Coordinated schedules, meetings, and deadlines for multiple attorneys

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Education

(Don't miss out any kind of certifications you have earned)

Associate of Applied Science in Paralegal Studies

Austin Community College, Austin, TX
Graduated: May 2017

Key Skills

✔ Extremely organized
✔ Punctual
✔ Team player
✔ Follows directives from senior partners
✔ Records management
✔ State and federal e-filing procedures
✔ Knowledge of legal terminology
✔ Law office support
✔ Legal research
✔ Spreadsheet and database management