



Emily Carter

CONTACT



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LinkedIn | Portfolio



Washington, D.C.

EDUCATION

Bachelor of Arts (B.A.), Legal Studies
Georgetown University
May 2014

KEY SKILLS

- Legal document drafting and review
- Case management and research
- Court filings and compliance
- Attorney calendar management
- Confidential client communication

ABOUT ME

A legal executive assistant with nine years of experience supporting attorneys and senior legal executives in managing high-priority cases, court filings, and confidential client communications. Adept at legal document preparation, scheduling depositions, and ensuring compliance with legal procedures. Known for exceptional attention to detail and discretion in handling sensitive information.

PROFESSIONAL EXPERIENCE

Legal Executive Assistant I October 2016 - Present
Harrison & Grey LLP, Washington, D.C

- Assist senior attorneys in managing high-profile litigation and corporate legal matters, ensuring timely document preparation and court filings
- Schedule and coordinate depositions, hearings, and client meetings, optimizing attorney workflow and reducing scheduling conflicts
- Overhauled the firm's legal filing system, improving document retrieval efficiency by 40% and reducing compliance risks

Legal Administrative Assistant I June 2014 - October 2016
Johnson Legal Group, Washington, D.C

- Conducted legal research and compiled case materials for attorneys, enhancing trial preparation efficiency
- Managed confidential client records, ensuring strict compliance with legal confidentiality guidelines and data security policies
- Assisted in drafting contracts and agreements, reducing turnaround time for legal documents by 25%