

AS

Amar Singh

Law secretary with a strong legal and paralegal education from reputable institutions and over three years of experience in top law firms. Skilled at drafting legal documents, conducting comprehensive legal research, and managing case files. Certified by Legal Secretaries International Inc., the National Association for Legal Secretaries, and the National Association of Legal Professionals.

PROFESSIONAL EXPERIENCE

LEGAL SECRETARY

BAKER MCKENZIE, SAN FRANCISCO, CA | JANUARY 2019 – PRESENT

- Drafted and revised over 500 legal documents, including contracts, agreements, and legal briefs, ensuring accuracy and regulatory compliance
- Conducted comprehensive legal research for over 30 ongoing cases, helping lawyers gather evidence and prepare for court proceedings
- Organized and maintained over 40 case files, coordinating with clients and witnesses, scheduling court dates and meetings, and ensuring all deadlines were met

PARALEGAL

DLA PIPER, CHICAGO, IL | MAY 2018 – DECEMBER 2018

- Helped draft and revise legal documents, contributing to the successful completion of over 200 cases
- Conducted legal research for 15 cases, providing valuable insights to the legal team
- Managed 20 case files, ensuring all documents were organized and easily accessible and all deadlines were met

EDUCATION

Bachelor of Legal Studies

University of California, Berkeley, Berkeley, CA | May 2018

Associate of Applied Science in Legal Administrative Assistant

Kaplan University, Chicago, IL | December 2017

Bachelor of Science (B.S.) in Paralegal Studies

George Washington University, Washington, D.C. | May 2019

Miami, FL 12345

(123) 456-7890

email@example.com

LinkedIn | Portfolio

KEY SKILLS

- Case management
- Legal research
- Reporting and documentation
- Team collaboration

CERTIFICATIONS

- Certified Legal Secretary Specialist (CLSS), Legal Secretaries International Inc.
- Accredited Legal Secretary (ALS), National Association for Legal Secretaries
- Certified Legal Professional (CLP), National Association of Legal Professionals