



Jessica Perez

Organized and reliable Law Office Administrative Assistant with 4+ years of experience providing office support in a legal setting. Skilled in managing client communications, organizing legal documents, and assisting with case management.

PROFESSIONAL EXPERIENCE

January 2019 - Present

Legal Administrative Assistant | Chicago Legal Services | Chicago, IL

- Support attorneys by preparing and filing legal documents, including pleadings, motions, and correspondence.
- Maintain client files and ensure that all case-related documents are properly filed and stored.
- Schedule appointments, hearings, and meetings for attorneys, maintaining efficient calendars.
- Act as a liaison between clients and legal teams, managing sensitive information and ensuring confidentiality.

June 2016 - December 2018

Office Assistant | Hartman & Greenfield | Chicago, IL

- Provided general administrative support to legal staff, including drafting letters and filing documents with the court.
- Handled client intake, organized case files, and managed office scheduling.
- Assisted in preparing for depositions, trials, and other legal proceedings.

EDUCATION

Bachelor of Arts in Criminal Justice

University of Illinois, Chicago, IL | May 2016

CONTACT

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 LinkedIn | Portfolio

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KEY SKILLS

- Document Preparation
- Legal Research
- Case Management
- Client Interaction
- Legal Billing