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Thomas Wright

Legal Administrative Assistant

Experienced legal administrative assistant with five years of expertise in managing case files and legal correspondence. Skilled in supporting attorneys with court scheduling, document preparation, and client communication. Adept at ensuring compliance with legal procedures and maintaining confidentiality.

Contact



(123) 456-7890



email@example.com



LinkedIn | Portfolio



Chicago, IL 60601

Education

Associate of Applied Science
(A.A.S.) in Legal Studies

City Colleges of Chicago, Chicago,
IL | June 2016

Key Skills

- Case file organization
- Court scheduling
- Legal research support
- Microsoft Office
- Transcription

Professional Experience

LEGAL ADMINISTRATIVE ASSISTANT | CARTER & SIMMONS LLP, CHICAGO, IL
AUGUST 2018 – PRESENT

- Managed over 200 active case files, ensuring all documents met court filing deadlines
- Scheduled hearings and depositions, reducing scheduling conflicts by 15%
- Prepared legal documents, including affidavits and pleadings, with 100% accuracy

LEGAL RECEPTIONIST | BENNETT & HUGHES ATTORNEYS, CHICAGO, IL
JUNE 2016 – JULY 2018

- Answered incoming calls and scheduled client consultations for three attorneys
- Maintained and updated client records in the firm's case management system

Certifications

- Chicago, IL, National Association for Legal Professionals, May 2019