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# Aliya Jackson

Legal secretary with a Master's degree in legal studies from Georgetown University and extensive experience in top law firms such as Baker McKenzie and DLA Piper. Skilled at drafting legal documents, conducting comprehensive legal research, and serving as a key liaison between lawyers and clients. Certified Legal Secretary Specialist (CLSS), Accredited Legal Professional (ALP), and Professional Legal Secretary (PLS).

## PROFESSIONAL EXPERIENCE

LEGAL SECRETARY | BAKER MCKENZIE, CHICAGO, IL  
JUNE 2017 – PRESENT

- Draft and review various legal documents, including contracts, agreements, and legal briefs, ensuring accuracy and compliance with legal procedures and terminology
- Conduct comprehensive legal research to support ongoing cases, using diverse resources, including laws, regulations, and legal articles
- Serve as liaison between lawyers and clients, managing scheduling, answering queries, and maintaining accurate client records

PARALEGAL | DLA PIPER, BERKELEY, CA  
MAY 2015 – JUNE 2017

- Helped prepare legal documentation, demonstrating proficiency in a range of legal software
- Liaised with clients and legal professionals both verbally and in writing
- Demonstrated strong organizational skills in managing a diverse workload and meeting tight deadlines

## EDUCATION

Associate of Applied Science in Legal Secretary Studies | Kaplan University  
Chicago, IL | May 2015

Bachelor of Science (B.S.) in Legal Studies | University of California  
Berkeley, CA | June 2017

Master of Legal Studies | Georgetown University  
Washington, D.C. | May 2018

## CERTIFICATIONS

- Accredited Legal Professional (ALP), National Association for Legal Professionals
- Certified Legal Secretary Specialist (CLSS), Legal Secretaries International Inc.
- Professional Legal Secretary (PLS), National Association for Legal Professionals

## CONTACT

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## KEY SKILLS

- Client relations
- Legal documentation
- Legal research
- Time management