

# Julie Turner

## Legal Office Manager

Legal Office Manager with five years in law-firm administration. Skilled in docketing, billing, and compliance oversight.

### EDUCATION



B.A. in Legal Studies

State University  
City, ST | May 2012

### PROFESSIONAL EXPERIENCE



Office Manager | mith & Associates, City, ST  
April 2018 – Present

- Oversee case-management software for 300+ active files, ensuring 100% deadline compliance
- Manage billing and trust-account reconciliation, recovering \$50K in outstanding fees
- Train paralegals and assistants on e-filing procedures

Paralegal Assistant | County Public Defender, City, ST  
September 2015 – March 2018

- Docketed court dates and filed motions for 100+ clients
- Prepared trial exhibits and case summaries