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Jordan Miller

Senior-Level Family Law Paralegal

Certified paralegal with over 10 years' experience in family law, leading teams and managing custody and divorce proceedings. Expert in trial document preparation and ethical client communication.

PROFESSIONAL EXPERIENCE

Lead Paralegal | May 2018 - Present
Squire & Smith LLC | Nashville, TN

- Perform legal research for family court cases, expediting time to trial by 20%
- Mentor and manage a team of legal assistants, improving onboarding efficiency by 30%
- Draft motions, subpoenas, and custody agreements with 100% accuracy

Staff Paralegal | June 2016 - April 2018
Wicken & Jones LLC | Nashville, TN

- Conducted in-depth corporate and securities law research, saving attorneys 4 hours per project
- Assisted attorneys in divorce and custody trial preparation, summarizing depositions and evidence
- Digitized case files, increasing document accessibility by 40%
- Coordinated witness interviews and managed trial calendars

Legal Assistant | May 2014 - May 2016
Cherub & Associates | Nashville, TN

- Drafted standard pleadings and maintained a digital filing system
- Observed hearings and took real-time notes for attorney debriefs

CERTIFICATIONS

- Registered Paralegal (RP), NFPA, May 2014
- Certified Paralegal (CP), NALA, August 2012

CONTACT



(123) 456-7890



jordan.miller@example.com



LinkedIn | Portfolio



City, State Abbreviation, Zip Code

EDUCATION

- B.A. Legal Studies
May 2014
University of Tennessee, Knoxville, TN
- A.A.S. Paralegal Studies
June 2012
Nashville State Community College, TN