

# AB

# Alex Brown

## Corporate Paralegal

Highly skilled and certified paralegal with experience at top firms Latham & Watkins and Clifford Chance. Deep expertise in complex corporate transactions, document drafting, and case management software, driving a 68% boost in process efficiency.

## CONTACT



(123) 456-7890



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LinkedIn | Portfolio



City, State Abbreviation,  
Zip Code

## Professional Experience

### LEAD PARALEGAL | LATHAM & WATKINS, LOS ANGELES, CA

MAY 2020 - PRESENT

- Supervise a team of 12 paralegals in due diligence for mergers & acquisitions, cutting review time by 27%
- Draft and file pleadings, motions, and corporate resolutions, meeting strict SEC and court deadlines
- Implement new case-management protocols that improved document retrieval speeds by 68%

### ASSOCIATE PARALEGAL | CLIFFORD CHANCE, MIAMI, FL

MAY 2018 - APRIL 2020

- Conducted in-depth corporate and securities law research, saving attorneys 4 hours per project
- Maintained above-board document filing systems, ensuring zero errors in case logs
- Assisted in managing multi-jurisdictional transaction closings, coordinating with international counsel

## Education

- Master of Legal Studies  
Georgetown University, Washington, DC | May 2021
- Bachelor of Science in Legal Studies  
UC Berkeley, CA | May 2018
- A.A.S. Paralegal Studies  
Miami Dade College, Miami, FL | December 2015

## Certifications

- Registered Paralegal (RP) | NFPA | May 2020
- Accredited Legal Professional (ALP) | NALS | November 2019