

RA

Location

City, State Abbreviation Zip Code

Phone

(123) 456-7890

Email

riley.anderson@example.com

Website

linkedin | portfolio

Education

Austin Community College, Austin, TX
May 2022
Paralegal Studies Certificate

University of Texas at Austin, TX
May 2021
Bachelor of Arts in English

Riley Anderson

Entry-Level Paralegal

Recent graduate with a Paralegal Studies certificate and six months of law-firm internship experience. Strong research, drafting, and case-management skills, eager to launch a paralegal career.

Professional Experience

Paralegal Intern, Davidson & Reed LLP | Austin, TX
January 2023 - June 2023

- Drafted basic pleadings and court forms for 20+ civil cases, receiving praise for 100% accuracy
- Conducted legal research using Westlaw to support attorneys in depositions and hearing
- Managed electronic filing in e-Filing Manager, reducing document turnaround time by 25%

Legal Clerk, Travis County District Clerk | Austin, TX
July 2022 - December 2022

- Filed and served 300+ court documents, maintaining perfect compliance with local rules
- Updated case dockets and calendars, preventing any missed deadlines over six months