

Casey Davis

Paralegal Assistant

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Paralegal assistant with 3 years' experience supporting attorneys in civil litigation and transactional departments. Strong in docket maintenance, client coordination, and document assembly.

Professional Experience

PARALEGAL ASSISTANT | HAMILTON & RICE LLP, ATLANTA, GA
FEBRUARY 2020

- Maintain calendars and dockets for 40+ active cases, ensuring zero missed deadlines over 2 years
- Assemble and bind trial and closing binders, decreasing production errors by 25%
- Coordinate client communications and intake, boosting initial engagement rates by 20%

LEGAL SECRETARY | HAMILTON & RICE LLP, ATLANTA, GA
JUNE 2018 – JANUARY 2020

- Typed and proofread correspondence and pleadings, maintaining a 99% error-free rate
- Prepared billing entries and tracked time for 5 attorneys, improving billing accuracy by 15%

Education

Associate of Applied Science in Paralegal Studies | Georgia State University
Atlanta, GA | May 2018

Certifications

- Certified Corporate Paralegal (CCP), NALA, August 2018
- Certified Paralegal (CP), NALA, August 2012