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# Riley Anderson

## Estate & Trusts Paralegal

Estate & trusts paralegal with 6 years' experience at boutique and national law firms.  
Proficient in will drafting, trust administration, and probate filings.

### CONTACT



(123) 456-7890



riley.anderson@example.com



LinkedIn | Portfolio



City, State Abbreviation, Zip  
Code

### PROFESSIONAL EXPERIENCE

ESTATE & TRUSTS PARALEGAL | WHITMAN & COLE LLP, PHILADELPHIA, PA  
MARCH 2017 – PRESENT

- Draft and review 200+ wills and trust instruments annually, with 99% first-pass acceptance
- Administer probate estates valued up to \$10M, closing 90% of matters within 12 months
- Coordinate fiduciary accountings and file court-approved inventories, reducing audit queries by 40%

PARALEGAL | ROSENBERG ESTATE LAW, PHILADELPHIA, PA  
JANUARY 2014 – FEBRUARY 2017

- Prepared survivorship and disclaimer documents, ensuring IRS compliance
- Managed client communications and document signings

### EDUCATION

Bachelor of Arts in Legal Studies  
Temple University, Philadelphia, PA | May 2013

### CERTIFICATIONS

Trusts & Estates Specialist (CP), NALA, June 2019  
Certified Paralegal (CP), NALA, August 2012