




# Taylor Smith

## Junior Personal Injury Paralegal

Attentive, organized paralegal with several years of experience in personal injury law and malpractice litigation. Proven track record helping attorneys build and maintain client relationships, conduct expeditious research, and streamline discovery.

### CONTACT

-  (123) 456-7890
-  [taylor.smith@example.com](mailto:taylor.smith@example.com)
-  LinkedIn | Portfolio
-  City, State Abbreviation, Zip Code

### EDUCATION

Associate in Applied Business –  
Paralegal Studies  
San Diego City College, San Diego,  
CA May 2021

### PROFESSIONAL EXPERIENCE

#### Paralegal I | June 2021 - Present

Scranton & Sons LLC, San Diego, CA

- Manage case files and organize documents for 30+ active personal injury claims
- Conduct LexisNexis and Westlaw research, reducing discovery time by 15%
- Draft pleadings, motions, subpoenas, and complaints, ensuring 100% adherence to court deadlines
- Digitize physical exhibits into an e-filing system for faster retrieval

#### Legal Intern I | May 2020 - June 2021

James Joyce Bryson LLC, San Diego, CA

- Researched case law to prepare attorneys for depositions and hearings
- Drafted client correspondence and summarized depositions for case briefs
- Observed and took notes at hearings, improving team briefing materials

### CERTIFICATIONS

- Certified Paralegal (CP), NALA, May 2021