

TYLER BRENNAN

Paralegal

Recent paralegal studies graduate with internship experience in family law and small claims. Comfortable with court filings, client intake, and document review. Looking to join a civil litigation team where I can grow into discovery and trial support.

EXPERIENCE

Paralegal Intern | Kessler Family Law Group | Columbus, OH | Jan 2024-Present

- Draft initial divorce, custody, and child support petitions for attorney review
- Filed 60+ documents through the Ohio Courts eFiling portal with zero rejections
- Run intake calls and complete conflict checks for 8 to 12 new client inquiries each week
- Organize financial discovery in shared Clio workspaces by category and date

Legal Office Assistant (Part-Time) | Franklin County Small Claims Self-Help Center | Columbus, OH | 2022-2023

- Helped self-represented filers complete complaint forms and fee-waiver applications
- Answered procedural questions on service of process and hearing scheduling
- Maintained case spreadsheets tracking outcomes and referrals to legal aid

EDUCATION


A.A.S. Paralegal Studies (ABA-Approved)
Columbus State Community College, 2024

Notary Public
State of Ohio, 2024




CONTACT INFORMATION

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SKILLS

- Clio Manage
- Ohio Courts eFiling and PACER
- Westlaw (academic)
- Client intake and conflict checks
- Microsoft Word styles and TOC
- Adobe Acrobat Pro
- Family law forms and pleadings
- Basic Spanish