

Sarah Anderson

Legal Assistant

Legal assistant with 14 years across insurance defense, complex commercial litigation, and corporate M&A support. Lead assistant for two equity partners managing a combined book of 90+ active matters. Trusted with confidential closings, trial logistics, and supervising temp document review teams.

CONTACT INFORMATION



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Hartford, CT 12345

EDUCATION

Bachelor of Arts, English,
University of Connecticut, 2009

Paralegal Certificate, Quinnipiac
University, 2010

NALA Advanced Certified
Paralegal (ACP), Trial Practice,
2017

KEY SKILLS

- Federal & state e-filing (CM/ECF)
- Relativity, Concordance, Everlaw
- iManage & NetDocuments
- Aderant & Elite 3E billing
- Trial prep & exhibit management
- Bluebook & The Redbook
- M&A closing binders
- UCC filings & entity management
- Supervising temp staff
- Notary Public (CT)
- Confidential closings & NDAs

PROFESSIONAL EXPERIENCE

LEAD LEGAL ASSISTANT, LITIGATION | STONERIDGE MARLOWE LLP, HARTFORD, CT, 2019 – PRESENT

- Run docket and e-filing for 2 equity partners across Connecticut Superior Court, D. Conn., and Second Circuit appeals, covering 90+ open matters.
- Coordinated trial prep for a 12-day commercial dispute, including exhibit list of 1,400+ documents, witness binders, and courtroom tech walkthrough.
- Saved roughly \$48,000 annually by bringing routine deposition transcript indexing in-house instead of outsourcing to a vendor.
- Supervise 3 temp paralegals during document review surges, including hour tracking and quality spot-checks in Relativity.
- Built standardized motion templates in iManage that the litigation group now uses across 4 practice areas.

SENIOR LEGAL ASSISTANT | VANDERMEER & ASSOCIATES, WEST HARTFORD, CT, 2014 – 2019

- Supported 5 insurance defense attorneys on auto, premises, and product liability files averaging 120 open matters at any time.
- Drafted answers, discovery responses, and Rule 26(a) disclosures for attorney review.
- Managed medical record subpoenas and Bates production for cases involving 8,000+ pages of records.
- Closed and archived 200+ matters per year, including final billing reconciliation in Aderant.
- Trained 4 new assistants on firm workflow, citation style, and court-specific filing requirements.

LEGAL ASSISTANT, CORPORATE | HALVERSON TRUST COUNSEL, STAMFORD, CT, 2011 – 2014

- Assembled closing binders for M&A transactions ranging from \$4M to \$62M in deal value.
- Filed UCC-1 financing statements and annual reports across Delaware, New York, and Connecticut.
- Maintained minute books and stock ledgers for 45+ entity clients.
- Coordinated signature pages and notarizations across multiple time zones for closings.

LEGAL ASSISTANT | HALVERSON TRUST COUNSEL, STAMFORD, CT,
2009 – 2011

- Handled reception coverage, conflict checks, and new matter intake for a 12-attorney corporate boutique.
- Processed expense reports and timekeeper entries in Elite 3E for 9 attorneys.
- Drafted engagement letters and conflict waivers under attorney direction.
- Maintained physical and digital files for closed matters in line with firm retention policy.