

LC

Larry Campbell

Legal Assistant

Legal assistant with 6 years supporting civil litigation and corporate teams at mid-size firms. Strong on e-filing across state and federal courts, discovery production, and calendar management for partners juggling 20+ active matters. Known for catching citation errors and missed deadlines before they reach the attorney.

Contact Information



(503) 412-8866



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Portland, OR 12345

Education

Associate of Applied Science,
Paralegal Studies, Portland
Community College, 2018

NALA Certified Paralegal (CP), 2020

Key Skills

- E-filing (PACER/ECF, Odyssey)
- Relativity & Concordance
- Clio Manage & iManage
- Bluebook cite-checking
- Discovery & Bates numbering
- Westlaw & Lexis+
- Trial binder preparation
- Calendar & docket management
- Microsoft Word styles & TOA
- Spanish (conversational)

Professional Experience

SENIOR LEGAL ASSISTANT | HARTFIELD & ROE LLP, PORTLAND, OR 2021 – PRESENT

- Manage litigation calendars for 4 partners and 6 associates across Multnomah County Circuit and U.S. District Court (Oregon), tracking 180+ active deadlines per quarter.
- Run e-filing through Odyssey File & Serve and PACER/ECF, including emergency TRO filings handled within 90 minutes of attorney sign-off.
- Built a Bates numbering and privilege-log workflow in Relativity that cut document production review time by roughly a third.
- Train two junior assistants on cite-checking with Bluebook 21st edition and on local rule formatting for 9th Circuit briefs.
- Coordinate witness travel, deposition logistics, and exhibit binders for trials averaging 5 to 8 trial days.

LEGAL ASSISTANT | BRIARWOOD COUNSEL GROUP, SALEM, OR 2018 – 2021

- Supported 3 employment law attorneys with EEOC charges, position statements, and mediation prep across 60+ open matters.
- Drafted subpoenas, notices of deposition, and routine motions for attorney review, with most going out same-day.
- Reconciled monthly client billing in Clio, resolving an average of 12 timekeeper entries per cycle before invoicing.
- Maintained conflict-check intake log and ran initial Westlaw conflict searches on new client inquiries.