

Jennifer Davis

Legal Assistant

Recent paralegal studies graduate with internship experience in family law and a 9-month clerk role at a Davidson County firm. Comfortable with e-filing, intake interviews, and drafting routine pleadings for attorney review. Looking for a full-time legal assistant role on a litigation or transactional team.

CONTACT INFORMATION



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Nashville, TN 12345

EDUCATION

Bachelor of Science, Legal Studies, Middle Tennessee State University, 2024

ABA-Approved Paralegal Certificate, Nashville State Community College, 2024

KEY SKILLS

- Client intake interviews
- Smokeball case management
- Tennessee e-filing portal
- Microsoft Word & Outlook
- Bluebook basics
- Westlaw (academic)
- Document scanning & indexing
- Notary Public (TN, 2024)

PROFESSIONAL EXPERIENCE

LEGAL CLERK | PENOBSCOT FAMILY LAW PLLC, NASHVILLE, TN
2024 – PRESENT

- Handle intake calls and conflict checks for 15 to 25 new client inquiries per week, logging each into Smokeball.
- Draft divorce petitions, parenting plans, and summons for attorney edits, with about 80% accepted with minor changes only.
- E-file pleadings through Tennessee Courts e-filing portal and serve opposing counsel via certified mail and email.
- Organize client financial disclosures and exhibit packets for mediations averaging 4 hours.

PARALEGAL INTERN | BELMONT LEGAL AID CLINIC, NASHVILLE, TN
SUMMER 2023

- Interviewed 30+ clients seeking eviction defense and summarized facts into intake memos used by supervising attorneys.
- Pulled Davidson County General Sessions filings and tracked hearing dates on a shared docket calendar.
- Drafted answers to unlawful detainer complaints under attorney supervision.