**Legal Resume Template**

**Jim Wentz**

Legal Assistant

**Personal Info**

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**Summary**

Expert legal assistant with 3 years of experience finding efficiencies in law offices. Seeking to deliver time savings at Chelton & Zanahoria. Wrote 200+ legal documents at Michaud & Love with 99.9% accuracy. Saved 6+ hours a week with filing skills.

**Certifications**

* 2019 — Paralegal — NALA
* 2018 — Notary

**Experience**

Legal Assistant

Michaud & Love, Las Vegas, NV

2016–2019

* Answered 60+ client calls each week for attorneys. Saved time for partners by answering client questions and solving minor issues.
* Created attorney billing statements. Achieved a 10% increase in billable hours, enabling a 15% revenue boost.
* Filed physical and digital records and documents. Created new physical filing system that saved 6+ office hours per week.
* Wrote 200+ legal documents, 99.9% error-free.

*Key Achievement:*

* Used Clio to manage documents for 600+ clients.

Office Clerk

Michaud & Love, Las Vegas, NV

2014–2016

* Scheduled 1,700+ appointments and meetings with clients.
* Proofread 25+ legal documents a week with 98% accuracy.
* Answered 15+ phone calls each day.
* Performed 30 trademark searches.

**Education**

Paralegal Studies, Post Baccalaureate Certificate

College of Southern Nevada

2012–2014

* Excelled in writing legal documents.
* Recognized by professors for research skills.

BA, Liberal Arts

University of Nevada, Reno

2008–2012

* Pursued a passion for writing.
* Awarded Daisy N. Roark Scholarship for research excellence.

**Additional Activities**

* Member, NALA.
* Deliver 2x per month for Meals on Wheels.
* Daily cycling for fitness and self-care.

**Hard Skills:**legal document writing, billing, research, docketing, scheduling

**Soft Skills:**interpersonal skills, written communication, efficiency, time management