

# SAM WRIGHT

## Paralegal

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(000) 000-0000

LinkedIn | Portfolio

Certified paralegal with seven years of experience in civil litigation, case research, and legal document preparation. Skilled in trial prep, records management, and supporting attorneys throughout the litigation lifecycle in fast-paced legal environments.

## Professional Experience

August 2018 - Present

### Senior Paralegal Maddox & Keene LLP | Phoenix, AZ

- Prepared court filings, discovery responses, and trial binders for over 120 cases with zero missed deadlines
- Conducted legal research that supported successful motion practice in 40+ civil litigation matters
- Created internal case tracking system that improved attorney access to documents and reduced search time by 35%

June 2016 - July 2018

### Paralegal Westside Legal Group | Scottsdale, AZ

- Drafted demand letters, summaries, and deposition questions for personal injury and contract dispute cases
- Managed document review and production using Relativity and firm-specific software
- Liaised with clients, experts, and court personnel to support timely case progression

## Education

May 2016

### Associate of Applied Science (A.A.S.) in Paralegal Studies Phoenix College | Phoenix, AZ

## Key Skills

<div style="width: 100%; height: 10px; background-color: #000000;"></div>	Civil litigation support
<div style="width: 85%; height: 10px; background-color: #000000;"></div>	Document drafting
<div style="width: 70%; height: 10px; background-color: #000000;"></div>	Legal research tools (LexisNexis, Westlaw)
<div style="width: 60%; height: 10px; background-color: #000000;"></div>	Records management
<div style="width: 40%; height: 10px; background-color: #000000;"></div>	Trial preparation

## Certifications

**Certified Paralegal (CP)** NALA | 2017