

Paralegal with six years of experience supporting litigation teams in civil, family, and labor law. Proficient in legal research, discovery, and case management. Known for improving document turnaround and supporting attorneys in high-volume caseload environments.

Professional Experience

Paralegal

Harper & Gleason LLP | Chicago, IL

March 2020 - Present

- Drafts motions and pleadings for 25+ active cases, reducing attorney prep time by an average of 4 hours weekly
- Manages discovery for class-action employment disputes, organizing over 10,000 digital files and responses
- Coordinates court filings across state and federal levels, maintaining a 100% on-time submission rate

Paralegal

Johnson Legal Services | Evanston, IL

June 2017 - February 2020

- Conducted legal research for family law and custody cases, helping attorneys prepare arguments and case summaries
- Assisted with depositions and trial prep, ensuring all documents were indexed and available for quick retrieval
- Maintained client contact and scheduling for a four-attorney office, improving case coordination and response times

Education

Bachelor of Science (B.S.) Legal Studies

University of Illinois at Chicago, IL | May 2017

Key Skills

Case file management - Expert

Court filing procedures - Proficient

Discovery support - Competent

Legal research - Competent

Trial preparation - Amateur

Certifications

Certified Paralegal (CP)

NALA | 2018