

# Client Name, JD

Anywhere ♦ Any town, USA  
111-111-1111 ♦ client-name@yahoo.com

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## LEGAL PROFESSIONAL

### A Recognized Expert in Estate Management, Experienced in All Aspects of Client Relations

- Dynamic, qualified and highly ethical Legal Administrative Professional with extensive experience providing key support to other legal professionals including Partners, Associates, staff members, customers and stakeholders. Expert in analyzing data, resolving problems and providing superb customer service to personnel; experienced in writing comprehensive reports and creating compelling presentations. Posses the necessary skills and know-how to be successful in developing process improvements that streamline workflow, coordinating schedules, maintaining the office/appointment calendar, and keeping inventory records.
- Qualified Juris Doctor with over 7 years of experience as an Executive Administrative Assistant and as an Estate Manager Assistant. Ability to execute a vast array of roles from Executive Assistant with a strong analytical and legal background to Staff Attorney as a result of a unique background and extensive legal expertise. Diversified skill sets covering legal research, administrative support, client relations, superior writing and translating, human resources and recruiting, account management and project management. Fully bilingual: Excellent oral and written communications in English and Spanish.

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## CORE COMPETENCIES

Office Administration ♦ Legal Writing & Presentation ♦ Statistical Reports ♦ Memos & Correspondence ♦ Legal Advice ♦ Language Interpreter ♦ Resource Management ♦ Leadership ♦ Project Management  
Docket Management ♦ Budgeting & Finance ♦ Client Relations ♦ Communication  
Staff Recruitment and Training ♦ Analytical & Independent Judgment ♦ Legal Research Methods ♦ Account Leadership & Management ♦ Human Resources Documentation ♦ Travel and Transportation Coordination Services ♦ Fundraising ♦ Activities Coordinator ♦ Languages: English, Spanish

**Technical Proficiency:** MS Office, Windows, Mac OS X, Lexis Nexis, Westlaw, Case Explorer

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## EXPERIENCES AND ACHIEVEMENTS

### LAW OFFICES OF FRANK HANDELMAN – Financial District, New York Executive Administrative Assistant

2013-Current

- Successfully contribute to the firm's lucrative practice by providing top-notch administrative services. Services include:
  - Meeting and greeting customers ensuring high-level client satisfaction from the very beginning of client contact.
  - Setting up vital services such as interpreter services, and representing the firm at medical and social events.
- Supervise the efficient execution of daily office activities such as schedule maintenance for business and personal appointments, special projects and other pertinent administrative duties.
- Manage personal and property matters for clients under Art. 81 which include but not limited to residence and property clean up and surrender.
- Oversee the proper preparation and maintenance of office records including billing, event and estate annual reports and other important documentation.
- Prepared and maintained office records (including billing, event and estate annual reports).
- Analyze discovery, and articulately craft and prepare pre-sentence reports and contracts.

### BUFETE BRAS CASANOVA - Old San Juan, Puerto Rico Paralegal/Staff Attorney

2010-2013

- Formulated, crafted and composed detailed contracts for radio and Television channels.
- Framed and prepared appeals, lawsuits, motions and other court documents.
- Conducted research employing online resources such as Westlaw and Lexis.
- Played key role in the production of essential legal documents and trial preparation.

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**LANGUAGE LINE SERVICES - Monterey, California**

**2009-2010**

**Interpreter**

- Managed over-the-phone interpreter services for international and domestic clients in the United States.
- Successfully oversaw cases for extensive client list which included: The United States Coast Guard, the US Immigration and Customs Enforcements, Sheriff Departments, the United States Department of Social Services, United States Detention Facilities, Delta Airlines, US Airways, HSBC, MGM Grand, Comcast, Toyota Financial, US Bank and The United States 9-1-1 Emergency Services, among others.
- Executed and handled sensitive information with the highest degree of confidentiality.

**LEGAL OFFICE OF EBENECER LÓPEZ RUYOL - Carolina, Puerto Rico**

**2008-2012**

**Paralegal/Staff Attorney**

- Administered professional legal and administrative support for civil litigation firm.
- Supervised and trained secretarial staff and student interns.
- Drafted legal memoranda and client correspondence.
- Supervised daily office activities including managing personal and property matters, special request, travel arrangements and other pertinent administrative duties.
- Conducted research employing online resources such as Westlaw and Lexis.
- Prepared complaints, motions, appeals and other court documents.
- Oversaw the preparation of notary documents such as mortgages, wills, purchase and sales and other legal communication.

**GOLDSTEIN, BENDER & ROMANOFF LAW FIRM - Chicago, Illinois**

**2005-2007**

**Practice Assistant**

- Served as a key point of support for senior litigation partner.
- Occupied the role of Notary Public of the State of Illinois.
- Managed case files and conducted legal research.
- Drafted and submitted requests for public records and followed up on the request and/or conducted research for public records online.
- Assisted with administrative duties, including correspondence maintenance, preparing documents for courts, formatting and photocopying legal documents, assembling written material, screening calls and managing calendar of appointments and events.
- Oversaw the preparation of summons and supervised services through the Sheriff, Secretary of State and Special Process Server.
- Served as Spanish/English interpreter between attorneys and clients; translated documents as needed.

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**EDUCATION**

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**Juris Doctor**, Inter American University, School of Law, San Juan, Puerto Rico  
**Bachelor of Arts**, Social Sciences, Sacred Heart University, San Juan, Puerto Rico

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**AFFILIATIONS**

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**Membership/Volunteer**

- Team Leader for New York Cares, New York, N.Y.
- Head of the Communications Department, Amig@s de Vieques, Non-Profit Organization, San Juan, Puerto Rico
- Lobbyist/Group Leader, Cabilderos del Pueblo, Capitol Hill, Washington, D.C.

**Other**

- Notary Public State of Illinois (2006 – 2010)