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Birmingham, AL, 2318 New Creek Road

EDUCATION

Bachelor of Arts in Legal Studies

The University of Alabama, United States, Tuscaloosa, AL

2019 - 2023

GPA: 3.8/4.0

Relevant Courses:

- Legal Research and Writing
- Civil Procedure
- Constitutional Law
- Contracts and Commercial Law
- Criminal Law and Procedure
- Family Law
- Ethics in the Legal Profession

SKILLS

- Document Preparation
- Case File Management
- Administrative Support
- Client Interaction
- Litigation Support

THELMA MAHER

LEGAL ASSISTANT

PROFESSIONAL SUMMARY

Enthusiastic and detail-oriented recent graduate with a Bachelor's degree in Legal Studies from The University of Alabama, offering strong foundational knowledge in legal research, document preparation, and administrative support. Adept at managing case files and providing efficient office operations.

EXPERIENCE

- June 2022 - August 2022

Legal Intern

Parker Group / United States, Birmingham, AL

- Assisted in legal research and the preparation of legal documents.
- Managed and organized case files, ensuring quick retrieval of information.
- Provided administrative support, including managing phones and scheduling appointments.
- Participated in client meetings and court proceedings, gaining practical exposure to legal processes.

- September 2021 - May 2022

Legal Administrative Assistant

Notary LLC / United States, Birmingham, AL

- Managed office operations, including answering phones and handling correspondence.
- Assisted in notarial functions and document authentication processes.
- Coordinated appointments and ensured a smooth workflow in a fast-paced environment.