



+1 234 567 89 10

wendyrios@mail.com

Sacramento, CA

EDUCATION

Associate of Applied Science in Legal Studies

American River College, Sacramento, CA
2017 - 2020

SKILLS

- Organizational Skills
- Attention to Detail
- Communication Skills
- Microsoft Office Suite
- Research Skills
- Document Preparation and Filing
- Drafting Documents
- Familiarity with Legal Terminology
- Record Keeping

WENDY RIOS

LEGAL ADMINISTRATIVE ASSISTANT

PROFESSIONAL SUMMARY

Legal Administrative Assistant with over 5 years of experience. Proven to be a valuable asset in managing the day-to-day operations of legal offices. Able to handle multiple tasks simultaneously while ensuring accuracy and meeting deadlines. Strong communication skills and ability to work collaboratively with colleagues and clients.

EXPERIENCE

- 2022 - Now

Legal Administrative Assistant

Justice Partners LLP / Sacramento, CA

- Assist attorneys in preparing legal documents, including pleadings, contracts, and correspondence.
- Maintain and organize physical and electronic case files, ensuring accurate and up-to-date information.
- Coordinate meetings, depositions, and court appearances, managing calendars and scheduling appointments.
- Conduct legal research using online databases and resources to support case preparation.

- 2019 - 2022

Legal Secretary

Harmony Legal Services / Sacramento, CA

- Provided administrative support to attorneys by managing schedules, handling correspondence, and coordinating meetings.
- Prepared and filed legal documents with courts and government agencies.
- Conducted research to gather relevant information for case preparation.
- Assisted in drafting and proofreading legal documents, ensuring adherence to legal standards.

COURSES

- April 2022 / Sacramento City College

Civil Litigation Procedures