Alice Gonzalez

PROFESSIONAL SUMMARY

Detail-oriented and motivated recent graduate with a Bachelor's degree in Criminal Justice seeking to leverage strong research and organizational skills as a Legal Paraprofessional.

EXPERIENCE

Legal Assistant, Johnson & Smith Attorneys, United States, Houston, TX 2024 - 2024

- Supported attorneys with administrative tasks, including scheduling hearings and maintaining calendars.
- Drafted correspondence and assisted in trial preparation, including evidence organization and witness coordination.
- Conducted preliminary research on legal issues and case law relevant to ongoing cases.

EDUCATION

Bachelor's Degree in Legal Studies, University of Houston, United States, TX

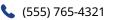
2020 - 2024

• Relevant Coursework: Civil Litigation, Legal Research and Writing, Ethics in Law

Certified Paralegal (CP), National Association of Legal Assistants, Certification Date: April 2023

PROJECTS

• Participated in a mock trial during coursework, presenting legal arguments and engaging in courtroom procedures to gain practical experience in litigation.



🔀 alice.gonzalez@gmail.com

• United States, Houston, TX

SKILLS

Legal research and writing

Document drafting and review

Client relationship management

Familiarity with legal software (e.g., Clio, Westlaw)

Strong analytical skills