

## LEGAL ASSISTANT

# 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.

 (555) 765-4321

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 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