




# SARA THOMPSON

Legal Administrative Assistant

(312) 555-0198 

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United States, Chicago, IL 

## PROFESSIONAL SUMMARY

Results-driven Legal Administrative Assistant with over 3 years of experience supporting legal teams in managing case files, drafting legal documents, and organizing schedules. Dedicated to ensuring the efficiency of daily operations within a law firm.

## EDUCATION

2017 - 2021

### Associate Degree in Paralegal Studies

Chicago State University / United States

## SKILLS

- Knowledge of legal terminology and procedures Expert
- Proficient in legal research databases (Westlaw, LexisNexis) Expert
- Strong attention to detail and organizational skills Expert
- Excellent written and verbal communication abilities Expert
- Experience with document management systems Expert

## EXPERIENCE

2023 - Now

### Legal Administrative Assistant

**Skadden, Arps, Slate, Meagher & Flom LLP / United States, Chicago, IL**

- Assist attorneys in preparing legal documents, including briefs, pleadings, and discovery materials.
- Organize and maintain case files, ensuring compliance with court deadlines and filing requirements.
- Manage attorney calendars, scheduling appointments and court appearances.
- Communicate with clients and witnesses to gather necessary information for case preparation.

2021 - 2022

### Administrative Assistant

**Jones Day / United States, Chicago, IL**

- Provided administrative support to a team of lawyers, handling correspondence and documentation.
- Maintained the office filing system and assisted in preparing for trials.
- Performed research and prepared summaries of legal documents.