

Liam Daniels

LEGAL OFFICE ASSISTANT

☎ (555) 876-5432

✉ liam.daniels@gmail.com

📍 United States, Houston, TX

SKILLS

Legal document preparation and filing	Expert
Case management and legal research	Expert
Knowledge of legal terminology and procedures	Expert
Client communication and confidentiality	Expert
Microsoft Office Suite proficiency (Word, Excel, Outlook)	Expert
Time management and organization	Expert

AWARDS

- 🏆 Employee of the Month, Latham & Watkins LLP – September 2021
- 🏆 Top Performer in Case Management Efficiency, Harris County Legal Services – March 2019

HOBBIES

- Volunteering
- Reading
- Yoga

PROFESSIONAL SUMMARY

Organized and dedicated Legal Office Assistant with experience assisting lawyers and paralegals in law office environments. Proficient in legal document preparation, case management, and maintaining client confidentiality. Detail-oriented and able to handle sensitive information with discretion while ensuring smooth office operations.

EXPERIENCE

✦ August 2020 - Now

Legal Office Assistant

Latham & Watkins LLP / Houston, TX

- Assist attorneys in preparing legal documents, including briefs, contracts, and court filings.
- Maintain client files, case details, and manage legal correspondence.
- Schedule meetings, hearings, and depositions for clients and legal professionals.
- Handle billing and timekeeping for legal services rendered.

✦ January 2018 - July 2020

Office Assistant

Harris County Legal Services / Houston, TX

- Managed filing systems, ensuring that legal documents were properly categorized and easy to access.
- Provided clerical support for court case preparation, including document formatting and scanning.
- Assisted in preparing court case documentation and coordinated client appointments.

EDUCATION

✦ Associate Degree in Paralegal Studies

Houston Community College / Graduated: May 2017

✦ Certifications

- **Certified Legal Assistant**, Issued July 2023
- **Legal Research Certification**, Issued December 2020