

DAVID ROBERTS

Criminal Law Legal Assistant

Education

Paralegal Certificate, University of
California, Graduated: December 2014

Certifications

- Certified Paralegal (NALA) — Issued: 2020
- Notary Public, California — Commissioned: 2018

Skills

Criminal Case File Management ★★★★★

Legal Document Drafting ★★★★★

Discovery and Evidence Review ★★★★★

Client and Witness Coordination ★★★★★

Court Filing Procedures ★★★★★

Legal Research (Westlaw, LexisNexis) ★★★★★

 (555) 876-4321

 david.roberts@email.com

 United States, Los Angeles, CA

Professional summary

Experienced Criminal Law Legal Assistant with years supporting criminal defense attorneys in case preparation, client interaction, and court document management. Adept at managing discovery, coordinating trial logistics, and conducting legal research.

Experience

September 2019 - Now

Criminal Law Legal Assistant

Keller, Smith & Associates, Los Angeles, CA

- -Manage case files for criminal defense attorneys, including organizing evidence, pleadings, and motions.
- Coordinate communication with clients, witnesses, and court personnel regarding hearings and trial dates.
- Prepare subpoenas, witness statements, and legal correspondence.
- Assist in discovery by reviewing police reports, forensic documents, and deposition transcripts.

June 2017 - August 2019

Legal Assistant – Criminal Defense

The Law Offices of Maria Sanchez, Los Angeles, CA

- Maintained confidential client records and ensured compliance with attorney-client privilege protocols.
- Coordinated client meetings and assisted with client intake interviews.
- Assisted in investigations by gathering background information and summarizing case notes.

January 2015 - May 2017

Legal Secretary

Brown & Associates Criminal Defense, Los Angeles, CA

- Provided administrative support including managing attorneys' calendars, scheduling hearings, and preparing correspondence.
- Prepared billing reports and tracked case expenses related to criminal defense cases.
- Assisted with notarizing legal documents and arranging court filings.