



# Thelma Maher

Legal Assistant

## CONTACT

+1 555-456-7890

thelma.maher@mail.com

United States, Birmingham, AL, 2318 New  
Creek Road

## PROFESSIONAL SUMMARY

Enthusiastic and detail-oriented recent graduate with a Bachelor's degree in Legal Studies from The University of Alabama, offering strong foundational knowledge in legal research, document preparation, and administrative support. Adept at managing case files and providing efficient office operations.

## EDUCATION

### Bachelor of Arts in Legal Studies

The University of Alabama, United States, Tuscaloosa, AL

2019 - 2024

GPA: 3.8/4.0

#### Relevant Courses:

- Legal Research and Writing
- Civil Procedure
- Contracts and Commercial Law
- Criminal Law and Procedure
- Ethics in the Legal Profession

## EXPERIENCE

### Legal Intern

Parker Group / United States, Birmingham, AL

2022 - 2022

- Assisted in legal research and the preparation of legal documents.
- Managed and organized case files, ensuring quick retrieval of information.
- Provided administrative support, including managing phones and scheduling appointments.
- Participated in client meetings and court proceedings, gaining practical exposure to legal processes.

## SKILLS

Document Preparation



Case File Management



Administrative Support



Client Interaction



Litigation Support

