

# Senior Paralegal

## Amanda Joanna Hayes

### Professional summary

Experienced Family Law Paralegal with over 15 years of expertise managing divorce, custody disputes, and prenuptial agreements. Skilled in case strategy, client relations, and legal documentation.

### Experience

#### Senior Paralegal

May 2015 - Now

Smith & Gonzalez Family Law / United States, Los Angeles, CA

- Manage legal documentation for 50+ active family law cases annually, including motions, pleadings, and settlement agreements.
- Conduct client interviews to gather essential case details and develop supporting evidence.
- Oversee discovery processes, such as drafting interrogatories, subpoenas, and depositions.
- Facilitate mediation sessions by coordinating schedules, organizing relevant documents, and liaising with clients.
- Train and mentor junior paralegals, ensuring adherence to firm policies and high standards of work quality.

#### Paralegal

June 2010 - May 2015

Bennett Legal Services / United States, Pasadena, CA

- Drafted court documents for family law cases, including custody arrangements and property division agreements.
- Maintained detailed case files and ensured all deadlines were met for filings and hearings.
- Supported trial preparation, including organizing exhibits and assisting attorneys during court proceedings.


### Volunteer Experience


#### Pro Bono Paralegal Services


July 2015 - Now

Los Angeles Homeless Outreach Legal Services

- Provide legal assistance in family law matters to low-income families, including assistance with divorce filings and custody arrangements.
- Collaborate with local community organizations to raise awareness about family law resources available to underserved populations.

 (555) 123-4567

 amanda.hayes@gmail.com

 United States, Los Angeles, CA

### Education

#### Bachelor's Degree in Legal Studies

2006 - 2010


University of Southern California


United States, Los Angeles, CA


### Certifications


- Certified Paralegal (CP) – National Association of Legal Assistants, renewed in 2021
- Advanced Family Law Certification – California Alliance of Paralegals, 2020

### Skills

Expertise in family law case management and trial preparation 

Proficient in legal research tools (LexisNexis, Westlaw) 

Strong client communication and negotiation skills 

Detail-oriented with excellent organizational abilities 

### Languages

- ◆ English – Native fluency
- ◆ Italian – Intermediate proficiency (written and spoken)