

# Bankruptcy Legal Assistant

# Jessica Martin

## Professional summary

Dedicated and detail-oriented Bankruptcy Legal Assistant with experience supporting attorneys in bankruptcy filings, creditor negotiations, and case management. Proven ability to manage multiple priorities, organize legal documents, and ensure compliance with bankruptcy laws. Excellent communication skills and a commitment to supporting clients through complex financial situations.

## Experience

### Bankruptcy Legal Assistant

March 2021 - Now

Green & Associates / Chicago, IL

- Prepare and file bankruptcy petitions, schedules, and motions with the court.
- Communicate directly with clients to gather required information and provide updates on case status.
- Assist attorneys in the review of financial documents to determine eligibility for Chapter 7 and Chapter 13 bankruptcy.
- Draft legal correspondence, including notices of meeting of creditors and reaffirmation agreements.

### Paralegal Assistant – Bankruptcy Department

July 2018 - February 2021

Dunlap & McCarthy Law Firm / Chicago, IL

- Managed a caseload of over 50 bankruptcy filings, ensuring timely submission of documents and deadlines.
- Assisted attorneys in drafting bankruptcy petitions, schedules, and motions.
- Prepared financial statements and bankruptcy schedules for Chapter 7 and Chapter 13 filings.
- Handled initial client consultations, gathering financial data and explaining the bankruptcy process.
- Coordinated court appearances and meetings with trustees to ensure smooth case progression.

## Additional Information

### Member

National Association of Bankruptcy Assistants

 (555) 123-4567

 jessica.martin@email.com

 Chicago, IL

## Education

### Associate of Science in Paralegal Studies

Chicago City College | Chicago, IL

Graduated: May 2018

## Certifications

- Certified Bankruptcy Assistant (CBA)
- Paralegal Certificate, Chicago City College

## Skills

Bankruptcy Law & Procedures



Document Preparation & Filing



Legal Research



Client Communication



Case Management Software (Clio, LexisNexis)



Attention to Detail



Legal Correspondence



Time Management



## Languages

- ◆ Fluent in English and Spanish