

Mina Sayed

Nashville, TN 12345 | (123) 456-7890 | mina.sayed@example.com | LinkedIn | Portfolio

Profile

- Certified paralegal with more than 10 years of experience at top-shelf firms specializing in family law. Significant leadership experience as lead paralegal overseeing a team of legal assistants. Deep knowledge of custody legal challenges, trial document preparation, and legal research standards.

Education

- Bachelor of Arts (B.A.) | Legal Studies | UNIVERSITY OF TENNESSEE, Knoxville, TN | May 2014
- Associate of Applied Science (A.A.S) | Paralegal Studies | NASHVILLE STATE COMMUNITY COLLEGE, Nashville, TN | June 2012

Certifications

- Registered Paralegal (RP) - National Federation of Paralegal Associations (NFPA), 2014
- Certified Paralegal (CP) - National Association for Legal Assistants (NALA), 2012

Key Skills

- Cross-functional collaboration
- Legal file digitization
- Legal research standards
- Task prioritization
- Team leadership
- Trial document preparation
- Writing, editing, and proofreading

Professional Experience

LEAD PARALEGAL | SQUIRES & SMITH LLC, NASHVILLE, TN | MAY 2018 – PRESENT

- Perform legal research and analysis for family court and custody cases, expediting time to trial by 20%
- Oversee a team of legal assistants, including training and onboarding colleagues
- Manage case files and associated documents
- Write, edit, and proofread legal documents
- Serve as liaison between attorneys and clients to ensure productive, clear communications
- Screened potential clients for subsidized legal assistance

STAFF PARALEGAL | WICKEN AND JONES LLC, NASHVILLE, TN | JUNE 2016 – APRIL 2018

- Assisted with research for divorce and custody trials
- Prepared motions, subpoenas, complaints, and witness lists
- Digitized physical documents, improving overall firm organizational status

LEGAL ASSISTANT | CHERUB & ASSOCIATES, NASHVILLE, TN | MAY 2014 – MAY 2016

- Helped draft motions, subpoenas, complaints, and other legal documents
- Attended courtroom trials, taking notes
- Uploaded documents to the digital filing system
- Assisted with research, using LexisNexis and Westlaw