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ALIYA JACKSON

Legal secretary with a Master's degree in legal studies from Georgetown University and extensive experience in top law firms such as Baker McKenzie and DLA Piper. Skilled at drafting legal documents, conducting comprehensive legal research, and serving as a key liaison between lawyers and clients. Certified Legal Secretary Specialist (CLSS), Accredited Legal Professional (ALP), and Professional Legal Secretary (PLS).

KEY SKILLS

- Client relations
- Legal documentation
- Legal research
- Time management

EDUCATION

Associate of Applied Science
in Legal Secretary Studies

KAPLAN UNIVERSITY,
Chicago, IL
May 2015

Bachelor of Science in Legal
Studies

UNIVERSITY OF CALIFORNIA,
Berkeley, CA
June 2017

Master of Legal Studies

GEORGETOWN UNIVERSITY,
Washington, D.C.
May 2018

PROFESSIONAL EXPERIENCE

Legal Secretary | Baker McKenzie, Chicago, IL

June 2017 to present

- Draft and review various legal documents, including contracts, agreements, and legal briefs, ensuring accuracy and compliance with legal procedures and terminology
- Conduct comprehensive legal research to support ongoing cases, using diverse resources, including laws, regulations, and legal articles
- Serve as liaison between lawyers and clients, managing scheduling, answering queries, and maintaining accurate client records

Paralegal | DLA Piper, Berkeley, CA

May 2015 to June 2017

- Helped prepare legal documentation, demonstrating proficiency in a range of legal software
- Liaised with clients and legal professionals both verbally and in writing
- Demonstrated strong organizational skills in managing a diverse workload and meeting tight deadlines

PROFESSIONAL DEVELOPMENT

- Accredited Legal Professional (ALP), National Association for Legal Professionals
- Certified Legal Secretary Specialist (CLSS), Legal Secretaries International Inc.
- Professional Legal Secretary (PLS), National Association for Legal Professionals