

AG

ANTHONY GENTILE

Attentive, organized paralegal with several years of experience in personal injury law and malpractice law. Track record for helping attorneys build, maintain, and grow client relationships. Expedient researcher and problem-solver with critical thinking skills.

Location

San Diego, CA 12345

Phone

(123) 456-7890

Email

email@example.com

Website

LinkedIn | Portfolio

Key skills

- Case management
- Court procedures
- LexisNexis
- Team collaboration
- Westlaw

Education

Associate in Applied Business,
Law and Paralegal Studies | SAN
DIEGO CITY COLLEGE, San
Diego, CA | May 2021

Professional Experience

Paralegal | Scranton And Sons Llc, San Diego, Ca

June 2021 – Present

- Conduct research for malpractice lawsuits and personal injury cases, increasing the efficiency of the discovery process by 15%
- Digitize physical documents in the electronic filing system
- Draft pleadings, trial motions, and witnesses, subpoenas, and complaints
- Transcribe interviews

Legal Intern | James Joyce Bryson Llc, San Diego, Ca

May 2020 - June 2021

- Conducted pertinent research to prepare paralegal team for attorney briefings
- Drafted correspondence for attorneys' clients
- Summarized depositions
- Observed hearings and depositions, taking notes

Awards

- First Place, Moot Court of City College Annual Competition, 2020