





# RD

# Ryan Davis

## Legal Administrative Assistant

Experienced legal administrative assistant with six years of experience in law firms. Proficient in managing case files, scheduling court appearances, and drafting legal correspondence. Skilled in handling confidential information and ensuring compliance with legal procedures.

## CONTACT

-  (123) 456-7890
-  email@example.com
-  LinkedIn
-  Boston, MA 02118

## EDUCATION

Bachelor of Arts (B.A.) in Legal Studies  
Suffolk University  
Boston, MA | June 2015

## KEY SKILLS

- Case file management
- Client communication
- Court scheduling
- Legal research support
- Microsoft Office

## PROFESSIONAL EXPERIENCE

### LEGAL ADMINISTRATIVE ASSISTANT | SMITH & JONES LAW FIRM, BOSTON, MA

MAY 2017 – PRESENT

- Manage over 100 active case files, ensuring accurate and organized documentation
- Coordinate attorney schedules and court appearances, reducing scheduling conflicts by 20%
- Prepare and format legal documents, including contracts and affidavits
- Assist attorneys in conducting basic legal research, improving case preparation efficiency

### ADMINISTRATIVE ASSISTANT | BOSTON LEGAL SUPPORT, BOSTON, MA

MARCH 2015 – APRIL 2017

- Drafted client correspondence and maintained a database of client communications
- Scheduled depositions and meetings with clients and opposing counsel
- Maintained office supplies and supported billing processes for legal services

## CERTIFICATIONS

- Certified Legal Administrative Professional, Legal Professionals Association, January 2018