



# SARAH JOHNSON

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## PROFILE

Highly skilled and certified paralegal with a track record of efficiency and successful case outcomes at renowned firms such as Latham & Watkins and Clifford Chance LLC. Diverse educational background with degrees from the University of California, Berkeley, Miami Dade College, and Georgetown University, providing a comprehensive understanding of the practical and theoretical aspects of the legal field. Expertise in conducting in-depth legal research, drafting precise legal documents, implementing efficient case management processes, and proficiency in key legal software tools.

## KEY SKILLS

- Case management
- Drafting legal documents
- Knowledge of legal software
- Legal ethics and confidentiality
- Legal research

## PROFESSIONAL EXPERIENCE

### Lead Paralegal

Latham & Watkins, Los Angeles, Ca | May 2020 – Present

- Lead a team of 12 junior paralegals in conducting comprehensive legal research to aid attorneys in case preparation, advancing efficiency and increasing successful case outcome results by 27%
- Oversee the drafting and filing of vital legal documents such as pleadings and motions, ensuring meticulous attention to detail, and adherence to strict court timelines
- Streamline case management processes by implementing new organization methods for managing timelines and critical case documents, significantly improving system efficiency by 68%

### Associate Paralegal

Clifford Chance, Miami, FL | May 2018 – April 2020

- Conducted extensive legal research on various cases that resulted in the establishment of beneficial legal precedents for future reference, saving up to four hours per case
- Created and filed various legal documents meticulously, maintaining a robust filing system that ensured easy access to key documents
- Assisted in managing extensive case files, keeping track of important deadlines and necessary information, which greatly enhanced case handling efficiency

## EDUCATION

### Master of Legal Studies

GEORGETOWN UNIVERSITY, Washington, D.C. | May 2021

### Bachelor of Science (B.S.) in Legal Studies

UNIVERSITY OF CALIFORNIA, Berkeley, CA | May 2018

### Associate of Applied Science (A.A.S.) in Paralegal Studies

MIAMI DADE COLLEGE, Miami, FL | December 2015

## CERTIFICATIONS

- Certified Paralegal (CP) - National Association for Legal Assistants (NALA), 2021
- Registered Paralegal (RP) - National Federation of Paralegal Associations (NFPA), 2020
- Accredited Legal Professional (ALP) - National Association for Legal Professionals (NALS), 2019