







# MINA SAYED

## CONTACT

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## KEY SKILLS

- Adobe Creative Suite
- Branding
- Digital Advertising
- Graphic Design
- Visual Communications

## CERTIFICATIONS

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

## ABOUT ME

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.

## 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

## 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