





Lindsay Parker

Bankruptcy Legal Assistant Specializing in Chapter 7 and Chapter 13 Cases

Bankruptcy legal assistant with seven years of experience supporting attorneys in client intake, filing petitions, and managing case schedules. Proficient in bankruptcy court rules and electronic case filing (ECF) systems.

LP

CONTACT

-  (555) 678-1234
-  lindsay.parker@email.com
-  LinkedIn | Portfolio
-  Phoenix, AZ

KEY SKILLS

- Bankruptcy petitions
- Client intake
- Court filings (ECF)
- Legal research
- Trustee coordination

EDUCATION

- ASSOCIATE OF ARTS (A.A.) IN PARALEGAL STUDIES | PHOENIX COLLEGE, PHOENIX, AZ | DECEMBER 2017

PROFESSIONAL EXPERIENCE

BANKRUPTCY LEGAL ASSISTANT | SOUTHWEST DEBT SOLUTIONS, PHOENIX, AZ | AUGUST 2019 - PRESENT

- Prepare and file Chapter 7 and Chapter 13 bankruptcy petitions for over 200 clients, ensuring accuracy and compliance
- Conduct client intake interviews to gather financial documents and identify appropriate filing chapters
- Coordinate schedules with trustees and managed case calendars to meet deadlines

PARALEGAL INTERN | ARIZONA BANKRUPTCY ADVOCATES, TEMPE, AZ | MARCH 2017 - JULY 2019

- Assisted in reviewing financial statements and drafting bankruptcy petitions under attorney supervision
- Communicated with clients regarding required documents and filing statuses
- Organized case files and maintained ECF submissions for court compliance

CERTIFICATIONS

- Certified Bankruptcy Assistant, Association of Bankruptcy Judicial Assistants (ABJA) | September 2017
- Certified Paralegal (CP), National Association of Legal Assistants | April 2017