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# Sophia Chang

Litigation Legal Assistant Excelling in Trial Preparation and Research

Litigation legal assistant with six years of experience supporting attorneys in trial preparation, discovery, and case management. Skilled in handling complex caseloads and ensuring compliance with court procedures.

## CONTACT

-  (555) 345-6789
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-  LinkedIn | Portfolio
-  Seattle, WA

## KEY SKILLS

- Case management
- Discovery support
- Legal research
- Trial preparation
- Westlaw

## EDUCATION

Bachelor of Arts (B.A.) in Legal Studies  
University of Washington  
Seattle, WA | December 2019

## PROFESSIONAL EXPERIENCE

LITIGATION LEGAL ASSISTANT I HARRIS & SIMMONS LAW, SEATTLE, WA  
MARCH 2020 – PRESENT

- Organize discovery documents and manage case files for high-profile civil litigation cases
- Conduct legal research and prepare trial exhibits, improving trial readiness by 20%
- Coordinate with expert witnesses and opposing counsel, ensuring smooth case progression

LEGAL ADMINISTRATIVE ASSISTANT I RAINIER LEGAL SERVICES, TACOMA, WA

JUNE 2018 – FEBRUARY 2020

- Provided administrative support to three attorneys, maintaining accurate records and calendars
- Filed court documents and assisted with client correspondence to meet strict deadlines