






# JACOB MORGAN

## CONTACT INFORMATION

-  (555) 234-5678
-  jacob.morgan@email.com
-  Chicago, IL

## KEY SKILLS

- Case preparation
- Employment law research
- Policy compliance
- Trial support
- Wage and hour disputes

## CERTIFICATIONS

- Certified Paralegal (CP) | National Association of Legal Assistants | September 2018

## ABOUT ME

### Employment Law Legal Assistant Specializing in Workplace Compliance

Employment law legal assistant with eight years of experience supporting attorneys in wrongful termination, discrimination, and wage dispute cases. Skilled in drafting legal correspondence, researching employment laws, and coordinating depositions.

## PROFESSIONAL EXPERIENCE

### Employment Law Legal Assistant

Taylor & Associates LLP | Chicago, IL, Seattle, Washington | February 2019 - Present

- Prepare documentation for over 80 wrongful termination and discrimination cases annually
- Conduct detailed research on federal and state employment regulations, ensuring attorneys were informed of the latest changes
- Assist with drafting severance agreements and reviewing employee handbooks for compliance

### Legal Assistant

Midwest Employee Advocacy Group | Evanston, IL | June 2016 - June 2019

- Supported attorneys with wage dispute claims by compiling financial records and evidence for hearings
- Managed client intake processes, ensuring accurate documentation and understanding of case specifics
- Organized deposition schedules and maintained court deadlines

## EDUCATION

Bachelor of Arts (B.A.) in Political Science | May 2016

Northwestern University | Evanston, IL