



# Hannah Patel

## Experienced Probate Legal Assistant Focused on Estate Administration

Probate legal assistant with nine years of experience supporting attorneys in estate planning, probate filings, and trust administration. Skilled in drafting wills, managing estate inventories, and coordinating with court officials.

### Location

Charlotte, NC

### Phone

(555) 789-4567

### Email

hannah.patel@email.com

## Education

North Carolina State University |  
Raleigh, NC

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

## Key Skills

- Estate administration
- Probate filings
- Trust management
- Will drafting
- Court coordination

## Professional Experience

Probate Legal Assistant I | Davis & Wright LLP | Charlotte, NC  
April 2018 - Present

- Draft wills, trust agreements, and probate documents, ensuring legal accuracy and client satisfaction
- Coordinate with court officials and personal representatives to expedite probate processes
- Manage estate inventories for over 50 cases, providing detailed financial records to attorneys

Legal Assistant I | Henderson & Sons Legal Services | Raleigh, NC  
May 2016 - March 2018

- Supported attorneys in preparing estate planning documents and conducting client consultations
- Assisted with filing probate documents and tracking case timelines
- Maintained communication with clients and ensured timely responses to inquiries

## Certifications

- Certified Paralegal (CP) | National Association of Legal Assistants | September 2016