



NOAH REYNOLDS

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Portland, OR | (555) 345-6789 | noah.reynolds@email.com

PROFILE

Environmental Legal Assistant Dedicated to Sustainability and Compliance

Environmental legal assistant with six years of experience in legal research, environmental policy compliance, and preparing permits. Adept at supporting attorneys in litigation and regulatory matters related to environmental law.

KEY SKILLS

- Environmental compliance
- Legal research
- Permit preparation
- Policy analysis
- Regulatory filings

PROFESSIONAL EXPERIENCE

Environmental Legal Assistant

Greenfield Law Group | Portland, OR, Seattle, Washington | February 2020 - Present

- Support attorneys in environmental litigation cases by drafting pleadings and reviewing expert reports
- Prepare permit applications for industrial clients, ensuring adherence to EPA and state regulations
- Conduct research on environmental laws and provide summaries to attorneys for case preparation

Legal Assistant

Northwest Conservation Advocates | Eugene, OR | June 2018 to January 2020

- Assisted in creating educational materials for clients on environmental regulations
- Organized case files and tracked regulatory deadlines for ongoing matters
- Collaborated with attorneys to compile evidence for compliance hearings

EDUCATION

Bachelor of Science (B.S.) in Environmental Science | May 2018

University of Oregon | Eugene, OR,

CERTIFICATIONS

- Environmental Compliance Specialist Certificate | Environmental Law Institute | June 2019, ,
- Certified Paralegal (CP) | National Association of Legal Assistants | December 2018, ,