




Emma Rogers

Driven and Organized Entry-Level Legal Assistant

Entry-level legal assistant with one year of internship experience in legal research, case management, and document filing. Dedicated to supporting attorneys with administrative tasks and contributing to successful case outcomes. Proficient in legal terminology and court procedures.

CONTACT

 (555) 789-1234

 emma.rogers@email.com

 LinkedIn | Portfolio

 Denver, CO

KEY SKILLS

- Case management
- Client correspondence
- Legal research
- Microsoft Office Suite
- Trial preparation

PROFESSIONAL EXPERIENCE

January 2024 - January 2025

Legal Intern | Denver Legal Aid | Denver, CO

- Assisted with intake interviews for clients seeking pro bono legal services
- Conducted legal research and drafted memos for attorney review, ensuring accuracy and thoroughness
- Organized case files and ensured all court documents were properly filed

August 2023 - December 2024

Office Assistant | Rogers Realty Group | Denver, CO

- Provided administrative support for a high-volume real estate office, improving document organization by implementing a new filing system
- Scheduled client appointments and maintained confidentiality of sensitive information

EDUCATION

Bachelor of Arts (B.A.) in Political Science

University of Colorado, Boulder, CO | May 2023