



# Olivia Bennett

## CONTACT INFORMATION



(555) 234-6789



olivia.bennett@email.com



Atlanta, GA

## EDUCATION

**Bachelor of Science (B.S.) in Criminal Justice | May 2018**  
Georgia State University | Atlanta, GA

## KEY SKILLS

- Case preparation
- Client support
- Court filings
- Legal research
- Scheduling

## ABOUT ME

### Compassionate and Detail-Oriented Family Law Legal Assistant

Family law legal assistant with five years of experience providing administrative and legal support in divorce, custody, and adoption cases. Skilled in preparing sensitive legal documents, managing case calendars, and assisting attorneys during court proceedings.

## PROFESSIONAL EXPERIENCE

**Family Law Legal Assistant I | June 2019 - Present**  
Bennett & Torres, LLP | Atlanta, GA

- Support attorneys in over 150 family law cases, including custody disputes and adoptions
- Draft court filings, petitions, and motions, ensuring all documents met jurisdictional requirements
- Schedule hearings and coordinated depositions, improving scheduling efficiency by 25%

**Legal Assistant I | June 2018 - May 2019**  
Parker & Reynolds Law | Marietta, GA

- Prepared case files for divorce and custody hearings, organizing all relevant evidence and correspondence
- Conducted initial client intake interviews and maintained open communication throughout the case lifecycle
- Filed legal documents with court clerks and ensured proper service of process