



Sophia Turner

Criminal Defense Legal Assistant Supporting Complex Litigation

Criminal defense legal assistant with seven years of experience managing caseloads, drafting motions, and conducting legal research for high-stakes cases. Proficient in trial preparation and maintaining attorney-client confidentiality.

CONTACT INFORMATION



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Los Angeles, CA

EDUCATION

Bachelor of Science (B.S.) in Criminal Justice | May 2017
California State University | Los Angeles, CA

KEY SKILLS

- Case file management
- Discovery review
- Legal documentation
- Motion drafting
- Trial coordination

PROFESSIONAL EXPERIENCE

- **Criminal Defense Legal Assistant I Westside Legal Defense I Los Angeles, CA**
June 2019 – Present
 - Assist attorneys in managing over 120 active criminal cases, including felonies and misdemeanors
 - Draft legal motions and discovery responses, ensuring accuracy and adherence to deadlines
 - Coordinate witness interviews and trial schedules to support defense strategies
- **Legal Assistant I Legal Aid Foundation I Santa Monica, CA**
September 2017 – May 2019
 - Conducted intake interviews with clients seeking legal assistance for criminal defense matters
 - Organized case files and maintained schedules for attorneys in preparation for court appearances
 - Researched state and federal criminal statutes to support case strategies

CERTIFICATIONS

- **Certified Paralegal (CP) I National Association of Legal Assistants I August 2017**