

JT

Jane Thompson

ABOUT ME

Experienced Legal Assistant Supporting Busy Legal Practices

Legal assistant with 11 years of experience specializing in litigation support, legal research, and document preparation. Known for managing high-volume caseloads and streamlining case processes to meet deadlines. Skilled in drafting pleadings, managing legal databases, and client communication.

PROFESSIONAL EXPERIENCE

Legal Assistant

Smith & Rowe Law Firm, Dallas, TX | January 2019 - Present

- Manage case documentation for 50+ ongoing matters, ensuring all deadlines are met and records are up-to-date
- Draft legal correspondence, pleadings, and briefs, reducing attorney preparation time by 15%
- Maintain legal database systems, improving record retrieval speed by 30%

Legal Assistant

Johnson & Myers LLP, Fort Worth, TX | May 2014 - December 2019

- Supported attorneys with client intake and case preparation, including compiling evidence and reviewing court submissions
- Conducted legal research and summarized findings for attorney use, improving response times by 20%
- Managed scheduling and administrative tasks to improve office efficiency

CONTACT



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LinkedIn | Portfolio



Dallas, TX

KEY SKILLS

- Case management
- Document preparation
- Legal research
- Microsoft Office Suite
- Trial support

EDUCATION

Bachelor of Arts (B.A.) in Legal Studies

University of Texas, Austin, TX
May 2014