

Curriculum Vitae

PERSONAL

Name

Sharon Vanzant

Address

123 Anywhere Avenue
Minneapolis, MN 54321

Phone number

123-456-7890

Email

exampleresume@cvmaker.com

RESUME OBJECTIVE

Efficient and knowledgeable legal assistant with 5+ years of experience saving time for law partners. Seeking a position to provide quick and excellent support at ABC Firm. Wrote 200+ legal documents at XYZ Firm with 0% errors. Saved 5+ hours a week by introducing an innovative filing system.

WORK EXPERIENCE

Apr 2018 - Jul 2023

Legal Assistant

XYZ Firm, Minneapolis, MN

- Wrote and proofread 200+ legal documents without any errors.
- Prepared billing statements for attorneys, ensuring 8% more billable hours than predecessor for a 10% revenue increase.
- Answered 70+ calls per week on direct attorney lines, answered customer inquiries and solved problems to save attorney time.
- Maintained all office records and creating a new storage system that saved 5 hours a week for the firm.

Feb 2016 - Apr 2018

Front Desk Clerk

XYZ Firm, Minneapolis, MN

- Scheduled over 1,500 client appointments and meetings.
- Answered 25+ calls each day.
- Performed 25 trademark searches.
- Proofread 30+ legal documents each week with 99% accuracy.

EDUCATION AND QUALIFICATIONS

2014 - 2016

Certificate in Paralegal Studies

Minnesota State University, Minneapolis, MN

2008 - 2012

BA in Liberal Arts

University of Minneapolis, Minneapolis, MN

SKILLS

Billing	● ● ● ● ● ●
Attention to detail	● ● ● ● ● ●
Legal research	● ● ● ● ● ●
Legal document writing	● ● ● ● ● ●
Interpersonal skills	● ● ● ● ● ●
Time management	● ● ● ● ● ●