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| Emily Johnson |
| SummaryExperienced legal secretary with over 10 years of expertise in litigation support and office management. Recognized for exceptional organizational skills and ability to handle high-pressure environments while maintaining confidentiality and professionalism.Work Experience**Senior Legal Secretary Mar 2017 – Present**Baker Associates Los Angeles, CA* Led a team of 3 legal secretaries, improving departmental efficiency by implementing new document management systems.
* Managed complex litigation cases, ensuring timely filing and compliance with all legal requirements.

**Legal Secretary May 2012 – Feb 2017**Rodriguez Partners Los Angeles, CA* Coordinated trial preparation, resulting in a 95% success rate in court cases.
* Developed training materials for new hires, enhancing onboarding efficiency.

EducationBachelor of Science: Legal Studies Jan 2012*California State University**Los Angeles, CA*certifications* Certified Paralegal – National Association of Legal Assistants – 2013
 | Contact(555) 123-4567emily.johnson@example.comLos Angeles, CA 90001SkillsLitigation SupportAdvanced Document ManagementClient LiaisonTeam LeadershipScheduling and CoordinationLegal Software ProficiencyBilling ManagementProcess ImprovementConflict ResolutionTraining and Mentoring |