**JAMES SANDERS**

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**OBJECTIVE**

Looking for a position of Legal Assistant where I can utilize secretarial and legal skills in an environment beneficial for mutual growth and development in the legal sector.

**SKILLS**

* Skilled in managing important legal documents.
* Capable of assisting the lawyers in high profile cases.
* Organizing and managing documents to be produced in litigation.
* Experienced in performing in-depth research for cases.
* Eye for perfection in managing documents.
* Experienced in preparing affidavits and other legal documents.
* Good computer handling skills.

**ACTIVITIES**

* Created a new system for documentation management within a specific database shortening the work for time ratio by about 25%
* Managed the manual filing system effectively thus improving the processes for office administration.

**PROFESSIONAL EXPERIENCE**

**GEICO  
(2012- Present)**

*Legal Assistant*

* Assisted in the preparation of legal documents.
* Assisted in many litigation scenarios.
* Met the client queries.
* Researching and cross checking information related to a case.
* Scheduling client appointments.
* Maintaining the law library and other case file archives.

**Plunkett Cooney PLC – Bloomfield Hills, MI  
(2011-2012)**

*Legal Assistant*

* Responsible for drafting legal documents such as subpoenas, affidavits, pleadings and interrogatories.
* Scheduled the hearings, depositions, client appointments and other meetings.
* Procured medical records and analyzed them to prepare medical chronology.

**EDUCATION**

Bachelor’s in Paralegal Studies from University of Eastern Michigan.

DATE:

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Signature of James Sanders