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| AM**Summary**Solution-oriented legal assistant with experience in research, writing, and patent infringement. Worked as a legal secretary at Watson, Watson & Holmes, and later as a legal assistant at Grisham & John’s. Have been a legal assistant for 2 years and have witnessed around 20 cases. **Skills** Collaboration | Time management | Organization | Legal Document Preparation | Transcription | Legal Terminology | Spreadsheets| Videoconferencing| Scheduling**Conferences** * NALS Conference 2021 – IP & Patent Panel
* NALS Conference 2020
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| **Alex McDeere**SALES ASSOCIATExecutive AssistantE | mcdeere.a@gmail.com |

**Experience**Legal Assistant – Grisham & John’s | Memphis, TN — 08/2019 to Current* Scheduled and documented internal and client meetings
* Maintained calendar for filing deadlines, videoconferences and appointments, depositions, and court dates
* Drafted discovery requests, including those for jury duty, interrogations, court admissions, and copies

Legal Secretary — Watson, Watson & Holmes | Memphis, TN – 01/2017 to 07/2019* Maintained calendars and oversaw heavy client call volume
* Prepared litigation papers and closed paperwork for settled claims
* Organized and maintained legal assistants’ schedules, seeing a 23% decrease in missed appointments

**EDUCATION****Paralegal Studies** – Duckworth Community College | Springtown, IL — 2013 – 2016* Graduated with honors at 3.6 GPA.
* Relevant Coursework: Legal Research Certificate Course, Court Management and Documentation.

**Publications*** Abiding in Hiding – Article on patent mix-ups in Metro magazine (2019)
* Interviewed by Harvey Specter on the Suits blog – spoke about IP theft (2021)
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