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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 | |  | | --- | | **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) |