

# George Smith

## Legal Assistant

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### Profile Summary

Dedicated and detail-oriented Legal Assistant with over 5 years of experience supporting legal teams in top-tier law firms. Adept at managing case documentation, conducting legal research, and facilitating communication between clients and attorneys. Recognized for excellent organizational skills and the ability to handle multiple high-priority tasks with a keen eye for detail.

### Work Experience

#### Senior Legal Assistant

Kirkland & Ellis LLP

1st Jan, 2020 - 31st Oct, 2023

- Coordinated scheduling and document preparation for over 200 legal cases, enhancing team efficiency by 25%.
- Conducted in-depth legal research for litigation cases, resulting in the successful dismissal of charges in 10 high-profile cases.
- Redrafted 50+ client agreements, ensuring compliance with latest regulatory standards.

#### Legal Assistant

Goodwin Procter LLP

1st Jun, 2015 - 31st Dec, 2019

- Facilitated communication between attorneys and clients, improving client satisfaction scores by 30%.
- Managed and organized legal documents, reducing retrieval time by 40% through efficient filing systems.
- Assisted in trial preparation, including legal research and document review, contributing to positive outcomes in 15 cases.

### Education

#### Harvard University

Bachelor of Arts in Political Science

1st Sep, 2010 - 31st May, 2014

### Skills

Legal Research, Document Management, Client Communication, Case Management, Regulatory Compliance, Microsoft Office Suite

### Notable Projects

#### Legal Documentation System Overhaul

Led a team of 4 in designing and implementing a new legal documentation system at Kirkland & Ellis LLP, reducing document retrieval times by 40% and increasing team productivity.

## **Certifications**

### **Certified Legal Assistant (CLA)**

Issued by National Association of Legal Assistants, 1st Jan, 2019

## **Awards**

### **Outstanding Legal Assistant Award**

Awarded by Kirkland & Ellis LLP, 15th Mar, 2021