

# George Martin

## Paralegal

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### Profile Summary

Detail-oriented and highly motivated paralegal with over 5 years of experience supporting legal teams in fast-paced environments. Proven track record in managing caseloads, conducting comprehensive legal research, and drafting legal documents. Adept at utilizing strong organizational and communication skills to optimize efficiency and client satisfaction.

### Work Experience

#### Senior Paralegal

Boston Legal Partners  
1st Mar, 2020 - Present

- Led a team of 3 junior paralegals in managing over 250 active case files, improving team efficiency by 20%.
- Conducted in-depth legal research that contributed to the favorable outcome of 30+ litigation cases.
- Drafted and edited legal documents, including briefs, motions, and agreements, with a 98% acceptance rate by senior attorneys.

#### Paralegal

Smith & Associates  
1st Jun, 2018 - 29th Feb, 2020

- Managed a caseload of 150+ client files, striking a balance between timely document preparation and upholding high accuracy standards.
- Collaborated with attorneys to streamline case preparation, reducing processing time by 15% for civil litigation matters.
- Assisted in organizing and conducting depositions, maintaining thorough documentation and ensuring smooth proceedings.

### Education

#### Harvard University

Bachelor of Arts in Political Science  
1st Sep, 2014 - 31st May, 2018

#### Boston College

Paralegal Certificate  
1st Sep, 2018 - 30th Jun, 2019

### Skills

Legal research, Document drafting, Case management, Communication, Organization, Microsoft Office Suite, Westlaw, LexisNexis

## **Notable Projects**

### **Case Management System Implementation**

Spearheaded the implementation of a new case management software at Boston Legal Partners, resulting in a 30% increase in overall team productivity and improved case tracking accuracy.

## **Certifications**

### **Certified Paralegal**

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

## **Awards**

### **Paralegal of the Year**

Awarded by Boston Legal Partners, 1st Dec, 2021