

LEGAL ADMINISTRATIVE ASSISTANT

Strong Bullet Points Handpicked by Hiring Managers

📁 DOCUMENT PREPARATION AND MANAGEMENT

- Streamlined the process of preparing legal documents for multiple attorneys, reducing document turnaround time by 40% and enhancing overall office efficiency.

💬 CLIENT COMMUNICATION AND SUPPORT

- Coordinated over 200 client meetings annually, increasing client satisfaction scores by 25% through meticulous planning and follow-up.

💰 BILLING AND EXPENSE TRACKING

- Automated the expense tracking process for legal cases, reducing manual entry errors by 95% and saving 10 hours of administrative work per week.

📖 LEGAL RESEARCH AND PRESENTATIONS

- Conducted comprehensive legal research that supported 15 high-stake cases, directly contributing to 10 favorable rulings.
- Developed engaging presentation materials for court cases, aiding in a 30% higher success rate in motion grants compared to the previous year.

● Action Verb ● Task or Project ● Metric or Result

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Lei Shi



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