


Shanekia Liberacki

Law Office Assistant

Dedicated Law Office Assistant with 1 year of experience in providing efficient administrative support to legal professionals. Proficient in managing client communications, organizing documents, and maintaining office schedules. Demonstrates a strong commitment to maintaining confidentiality and ensuring smooth case progression. Adept at multitasking and adapting to a fast-paced environment, while consistently prioritizing tasks to meet deadlines.

shanekia.liberacki@gmail.com 

(859) 601-7833 

1234 Bayou St, Baton Rouge, LA 
70810, USA

Education

**Associate of Applied
Science in Legal Office
Administration at Louisiana
State University, Baton
Rouge, LA**

Sep 2017 - May 2022

Relevant Coursework:
Legal Terminology, Office
Procedures, Legal Document
Preparation, Legal Research
and Writing, Records
Management, Legal Software
Applications, Civil Litigation,
Family Law, Criminal Law, and
Ethics in the Legal Profession.

Links

[linkedin.com/in/shanekialiberacki](https://www.linkedin.com/in/shanekialiberacki)

Skills

Transcription



Notetaking



Microsoft Office



Legal Research



Document Drafting



Time Management



Client Communication



Employment History

Law Office Assistant at Chaffe McCall, LA

Mar 2023 - Present

- Successfully managed and organized over 300 case files, ensuring timely updates and easy access for attorneys, leading to a 25% increase in overall efficiency at Chaffe McCall's LA office.
- Streamlined the document preparation process for 100+ legal briefs and memoranda, reducing drafting time by 30% and allowing attorneys to focus on more critical tasks.
- Coordinated and scheduled 50+ client meetings and conference calls per month, resulting in a 15% improvement in client communication and satisfaction ratings.
- Implemented a new digital filing system that reduced physical storage needs by 60% and improved document retrieval times by 40%, significantly enhancing overall office productivity.

Junior Law Office Assistant at Jones Walker, LA

Aug 2022 - Jan 2023

- Successfully managed a caseload of over 50 cases by efficiently organizing and updating case files, resulting in a 30% increase in case processing speed for the attorneys at Jones Walker, LA.
- Streamlined the document filing system, reducing the average document retrieval time by 40%, which led to increased productivity and saved 10 hours of attorney work per week.
- Assisted in the preparation of over 100 legal documents, including pleadings, motions, and briefs, contributing to a 25% increase in the firm's successful outcomes in court proceedings.

Certificates

National Association of Legal Assistants (NALA) Certified Paralegal

Feb 2022

American Alliance of Paralegals, Inc. (AAPI) American Alliance Certified Paralegal

Nov 2020

Memberships

National Association of Legal Assistants (NALA)