

Cambri Davini

Legal Assistant

Details

cambri.davini@gmail.com

(660) 079-4042

1234 Magnolia Street, Baton Rouge, LA 70802

Profile

Dedicated Legal Assistant with 1 year of experience providing exceptional support to attorneys and clients. Skilled in drafting legal documents, managing case files, and maintaining client confidentiality. Strong research and analytical abilities, combined with excellent communication and time management skills. Adept at maintaining a high level of professionalism and efficiency in fast-paced legal environments.

Employment History

Legal Assistant at Louisiana Legal Aid, LA

May 2023 - Present

- Successfully managed a caseload of over 100 cases, ensuring timely and accurate filing of essential legal documents, resulting in a 95% on-time filing rate.
- Streamlined the client intake process by implementing a new digital filing system, reducing document retrieval time by 30% and improving overall office efficiency.
- Assisted in securing favorable outcomes for clients in 80% of cases, including negotiating settlements and winning court judgments, through thorough research and preparation of case materials.
- Coordinated and managed schedules for four attorneys, reducing scheduling conflicts by 50% and ensuring that all deadlines were met consistently.

Junior Legal Assistant at Dudley DeBosier Injury Lawyers, LA

Sep 2022 - Mar 2023

- Successfully managed a caseload of over 100 personal injury cases, ensuring timely completion and client satisfaction.
- Streamlined the document filing process for the legal team, reducing document retrieval time by 30% and increasing overall efficiency.
- Assisted in securing over \$1 million in settlements for clients during the first year of employment, contributing significantly to the firm's success.
- Developed and implemented a new client onboarding process, resulting in a 25% increase in client retention and improved communication between the legal team and clients.

Education

Associate of Applied Science in Paralegal Studies at Louisiana State University Eunice, LA

Sep 2018 - May 2022

Relevant Coursework: Introduction to Paralegal Studies, Legal Research and Writing, Civil Litigation, Real Estate and Property Law, Family Law, Criminal Law and Procedure, Business Organizations, Ethics in the Legal Profession, and Computer Applications in Legal Research.