

# Nephtalie Hightree

Litigation Legal Assistant

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## EDUCATION

**Associate of Applied Science in Paralegal Studies at Delaware Technical Community College, DE**

Aug 2018 - May 2022

Relevant Coursework: Legal Research and Writing, Civil Litigation, Family Law, Criminal Law, Contracts, Torts, Legal Ethics, Real Estate Law, Intellectual Property, and Administrative Law.

## LINKS

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

## SKILLS

- Pleadings drafting
- Discovery management
- Trial preparation
- LexisNexis research
- Westlaw proficiency
- Deposition summarizing
- CaseMap expertise

## LANGUAGES

- English
- Portuguese

## HOBBIES

## PROFILE

Detail-oriented Litigation Legal Assistant with one year of experience providing comprehensive support to attorneys in all phases of litigation. Proficient in drafting legal documents, managing case files, and conducting legal research. Demonstrated ability to maintain strong client relationships while ensuring compliance with court rules and deadlines. Adept at multitasking in a fast-paced legal environment, fostering a collaborative atmosphere, and contributing effectively to the success of the legal team.

## EMPLOYMENT HISTORY

### ● Litigation Legal Assistant at Morris James LLP, DE

Mar 2023 - Present

- Successfully managed and organized over 100 case files for various litigation matters, ensuring timely processing, accurate documentation, and efficient communication between attorneys and clients.
- Conducted in-depth legal research and analysis for 15 high-stakes cases, resulting in favorable outcomes for the firm's clients, including a \$2 million settlement in a complex commercial dispute.
- Streamlined the firm's litigation support processes by implementing a new case management system, reducing time spent on administrative tasks by 25% and allowing legal assistants to focus more on substantive work.

### ● Junior Litigation Legal Assistant at Richards, Layton & Finger, P.A., DE

Sep 2022 - Jan 2023

- Successfully managed a caseload of over 50 active litigation matters, resulting in timely and efficient case progression for the firm's clients.
- Conducted extensive legal research on various issues, leading to the identification of key case law that directly contributed to favorable outcomes in 10+ cases.
- Drafted and edited over 100 legal documents, including pleadings, motions, and discovery materials, which led to a 90% success rate in meeting client objectives.
- Streamlined communication and coordination with opposing counsel, expert witnesses, and court personnel, resulting in a 25% reduction in scheduling conflicts and delays.

## CERTIFICATES

**National Association of Legal Assistants (NALA) Certified Paralegal**  
Jan 2022

**American Alliance of Paralegals, Inc. (AAPI) - American Alliance Certified Paralegal**  
May 2020

## MEMBERSHIPS