

Jimmy Tavaréz

Litigation Secretary

Profile

Detail-oriented and dedicated Litigation Secretary with 1 year of experience providing comprehensive administrative support in fast-paced legal environments. Skilled in document preparation, case management, and client relations while maintaining strict confidentiality. Proven ability to thrive under pressure, prioritize tasks, and effectively collaborate with attorneys and other legal professionals to achieve optimal results. Seeking to contribute strong organizational and communication skills to a dynamic legal team.

Employment History

Litigation Secretary at Hinckley Allen, CT

Mar 2023 - Present

- Successfully managed over 150 complex litigation cases, ensuring timely filing of critical documents and effective communication between attorneys, clients, and court personnel.
- Implemented a new case management system, resulting in a 30% increase in efficiency and reducing document retrieval time by 50%.
- Coordinated and planned over 20 high-profile trial preparations, including managing witness schedules, organizing exhibits, and streamlining logistics, contributing to a 90% success rate for the firm in those trials.

Junior Litigation Secretary at Wiggin and Dana LLP, CT

Sep 2022 - Jan 2023

- Successfully managed and organized over 300 case files, streamlining the firm's litigation process and increasing efficiency by 20%.
- Coordinated and scheduled over 100 client meetings, hearings, and depositions, resulting in a 15% increase in on-time case completions.
- Assisted in the preparation and filing of over 50 legal briefs and documents, contributing to a 10% increase in cases won.
- Developed and implemented a new document management system, reducing document retrieval time by 25% and improving overall team productivity.

Certificates

National Association for Legal Professionals (NALP) - Professional Paralegal Certification

Oct 2021

Certified Legal Secretary Specialist (CLSS) in Litigation from Legal Secretaries International Inc.

Jul 2020

✉ jimmy.tavarez@gmail.com

☎ (109) 742-8917

📍 123 Maple Street, Hartford, CT 06103

Education

Associate of Applied Science in Legal Administrative Assisting at Manchester Community College, Manchester, CT

Sep 2017 - May 2022

Relevant Coursework: Legal Terminology, Document Preparation, Legal Transcription, Civil Litigation, Family Law, Probate and Estate Planning, Legal Research and Writing, and Office Management.

Links

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

Skills

Transcription

Proofreading

Pleadings drafting

E-filing

Case management software (e.g., Clio)

Legal research databases (e.g., LexisNexis)

Document formatting

Languages

English

Arabic