

Vinetta Canaday

Paralegal Assistant

Profile

Dedicated Paralegal Assistant with 1 year of experience in providing efficient legal support to attorneys and clients. Proficient in legal research, drafting documents, and case management. Strong organizational and communication skills, adept at multitasking and prioritizing tasks. Quick learner with a passion for continuous growth in the legal field.

Employment History

Paralegal I at Legal Aid Services of Oklahoma, OK

Feb 2023 - Present

- Successfully managed a caseload of over 200 clients, providing them with efficient and effective legal assistance in various areas of law such as family law, housing, and public benefits.
- Conducted thorough legal research and drafted over 100 legal documents, including pleadings, motions, and briefs, contributing to a 90% success rate in cases handled by the team.
- Assisted in the preparation and presentation of 50+ cases for trial, resulting in favorable outcomes for clients in 80% of those cases, helping them secure their rights and entitlements.
- Streamlined the organization's document management system, leading to a 30% reduction in time spent locating and retrieving essential files, significantly improving overall productivity and efficiency.

Paralegal II at McAfee & Taft, OK

Sep 2022 - Dec 2022

- Successfully managed a caseload of over 150 cases, resulting in a 95% success rate in resolving legal matters efficiently and favorably for the clients.
- Conducted comprehensive legal research and drafted over 200 legal documents, including briefs, pleadings, and contracts, that contributed to the successful outcome of several high-profile cases.
- Streamlined the firm's document management system, reducing document retrieval time by 30% and increasing overall productivity for the legal team.

Education

Associate of Applied Science in Paralegal Studies at Oklahoma City Community College, Oklahoma City, OK

Sep 2018 - May 2022

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

Certificates

National Association of Legal Assistants (NALA) Certified Paralegal

Sep 2021

Details

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Links

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

Skills

LexisNexis

Westlaw

Document drafting

Legal research

Case management software (e.g., Clio)

E-discovery tools (e.g., Relativity)

Microsoft Office

Languages

English

Portuguese

Hobbies

Calligraphy

Photography

Gardening