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|  | **Andrew** **Flores**example@example.com   |   H: 555 555 5555  |   C: (555) 555-5555   |   Los Angeles, CA 90006  |

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| **Professional Summary** | Accomplished attorney offering a 10-year record of supporting clients in legal matters. Communicates clearly and effectively with clients, opposing counsel, jurors and judges. Adept at developing lasting professional relationships. |

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| **Work History** | Attorney  |   Gafni &Levin LLP - Los Angeles, CA 01/2018 - Current * Organize evidence, exhibits, motions and subpoenas to support 10 cases and prepare for trial.
* Implement three emergency procedures to save time and spearhead specific legal projects.
* Offer tech support to six paralegals and 12 attorneys when needing help with litigation and recovery of documents.

Legal Clerk  |   Sanchez & Amador LLP - Los Angeles, CA 07/2013 - 12/2017 * Managed accounts and client records, observing confidentiality and extreme discretion with their sensitive information.
* Worked alongside 10 attorneys, administrative assistants and fellow legal assistants on complex cases and legal processes.
* Prepared over 20 case summaries for mediation conferences.

Legal Intern  |   Alder Law - Los Angeles, CA 07/2012 - 06/2013 * Prepared over 15 daily legal briefs, motions and pleadings for attorneys to review.
* Assisted counsel of two in preparing answers, providing documentation and information for discovery requests.
* Drafted responses for exceptions on foreclosure procedural errors.
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| **Skills** |

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| * Court filings
* Corporate law
* Legal memos
* Motions preparation
 | * MS Office
* Amberlo
* Organization
* Legal writing
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| **Education** | West LA College, CA Associate of Arts: Paralegal* Approved by the American Bar Association (ABA)

Glendale Community College, Glendale, CA 06/2018 Certificate Program: Administration of Law |

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| **Certifications** | * American Alliance Certified Paralegal (AACP) -2016
* Certified Paralegal (CP) - 2015
* CORE Registered Paralegal (CRP) - 2013
* Certified Legal Assistant (CLA) - 2011
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| **Professional Affiliations**  | * American Bar Association Member (ABA)
* California Alliance of Paralegals (CAPA)
* Los Angeles Paralegal Association (LAPA)
* National Association of Legal Assistants (NALA)
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| **Conferences Attendance** | * Paralegal Conference 2021: CA CCPA and Cybersecurity - 2021
* The Paralegal Association Annual Conference and Expo - 2019
* National Federation of Paralegals Associations (NFPA) Annual Convention - 2018
* ABA Standing Committee on Paralegals and Approval Commission Meetings -2017
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| **Languages** | * English (Fluent)
* Spanish (Fluent)
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