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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** | |  |  | | --- | --- | | * 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) |