



LEANDRA

OBJECTIVE

To obtain a career opportunity to fully utilize my skills with a company that offers a positive atmosphere for personal and professional growth while making a significant contribution to the success of the company.

SKILLS & ABILITIES

- Dedicated and hardworking
- Fast learner
- Excellent communication skills both in English and Filipino language
- Strong organization and time management skills
- Proficient in Microsoft Office and Google Suite
- Capacitated in taking heavy workload
- Necessary acquaintance in communication skills and intrapersonal skills both in verbally and written

EXPERIENCE

LEGAL SPECIALIST/ANALYST /THE LAW OFFICES OF LARRY H. PARKER

March 28 2022, up to February 15, 2024

- Analyzing and managing electronic stored information
- Acting as a liaison between records management personnel and legal teams
- Receiving e-documents from other departments;
- File keeping of cases, forms, reviewed documents, etc;
- Drafting demand packages to insurance companies, upon attorney’s approval;
- Organizes research, data, issues and draft mediation briefs, motions and other correspondence, as requested by the company and/or the client;
- Assisting in updating case management software with date demand correspondence and date complete with also filing the last day for first and/or third party adjuster to reply.
- Regularly updates the tracking/software system

PARALEGAL/SANTOS LAW OFFICE

January 9, 2022 up to March 31, 2022

- Provide administrative support to lawyers and enhance office effectiveness
- Handle communication with clients, witnesses, etc
- Assisting with the preparation, filing, and service of pleadings;
- Administratively support and attend trials
- Handle the firm’s documents, requirements, and contracts;
- Conducts legal research;
- Draft, review prepare pleadings, motions and any legal documents
- Attend meetings with clients and assists lawyers in their appearances in court or government agencies.
- Monitor deadlines and manage the firm’s calendar

PARALEGAL/DELA CRUZ LAW OFFICE

June 15, 2020 to December 31, 2021

- Provides support to the Lawyer by preparing, drafting, proofreading, editing maintaining and organizing legal documents, managing client cases, conducting legal research and finding ethical solutions to legal matters;
- Reviews and prepares legal documents such as pleadings, motions, affidavits, deed of absolute sale and contracts in a timely and accurate manner;
- Assisting with the preparation, filing, and service of pleadings;
- Acting as a liaison among all parties including the courts, government offices such as but not limited to BIR, LRA, NLRC, DOJ, and SEC;
- Monitor deadlines and status updates of the firm's active cases;
- Conducts legal research with regards to statutes, regulations and legal articles to assist with the preparation of reports, case files and legal advice;
- Manage the firm's billings;
- Facilitate the notarization of documents
- Attend meetings with clients and assists lawyers in their appearances in court or government agencies.
- Monitor and manage calendar

PARALEGAL/AGUIRRE LAW OFFICE

February 1, 2018 to February 1, 2019

- Liasing and transacting with goverment agencies;
- Performs legal research and provides updates on the law office active cases;
- Preparing and drafting and review legal documents;
- Assist in handling civil, criminal and labor cases;
- Assist in preparing and filing of pleadings in court, quasi-judicial and regulatory agencies.

LEGAL ADMIN ASSISTANT/ASM MANPOWER SERVICES

June 2017 to December 2017

- Assisting in drafting legal correspondences;
- Transacting with government agencies;
- Review and ensure the confidentiality of the documents;
- Support the management, operations and legal team involving the corporation.

EDUCATION

POST GRADUATE

BATANGAS STATE UNIVERSITY- BACHELOR OF LAWS- RIZAL AVE EXT.,
BATANGAS CITY

COLLEGE

LYCEUM OF THE PHIIPPINES UNIVERSITY BATANGAS- BACHELOR OF ARTS
IN PARALEGAL STUDIES- CAPITOL SITE BATANGAS CITY

Dean's Lister; Best in Practicum

HIGH SCHOOL

JOSEPH MARELLO INSTITUTE-HIGHSCHOOL-P. BURGOS ST., SAN JUAN,
BATANGAS

REFERENCES



I, hereby certify that the above information is true and correct to the best of my knowledge and beliefs.

A handwritten signature in black ink, appearing to read 'Leandra [Redacted]'.

Leandra

Applicant

