**Jennifer Elliot**
1890 Grant Street, Cleveland, OH 44109 • 555-555-5555 • email: j.elliot@email.com

**Summary**

Analytical and detail-oriented legal professional leveraging recent JD training and 6 years law office experience to excel as a Junior Associate Attorney. Well-versed in federal, state, and municipal court filing processes, rules, and deadlines, with direct experience in commercial litigation and specialized training in e-Discovery methodologies. Unparalleled multitasking skills, deftly managing heavy caseloads from initial client intake through all phases of discovery, drafting, pretrial, trial, and appeal.

**Experience**

E-Discovery

* Proactively earned Certified E-Discovery Specialist certification from ACEDS.
* Researched, acquired, and trained firm’s attorneys in use of Symantec eDiscovery Platform.

Technical Proficiencies

* Microsoft Office Suite, LexisNexis Concordance, Symantec eDiscovery Platform, Westlaw, MyCase Legal Practice Management Software, Clio, and Photoshop.

Litigation and Records Management

* Skillfully managed caseload of ~70 ongoing cases for national law firm specializing in commercial litigation. Scheduled and facilitated client interviews, prepared documents and exhibits for trial, and ensured timely submission of all pleadings and court filings.
* Entrusted by senior partners to ready firm records for inspection during IT and cybersecurity audits.

Legal Research

* As Law Clerk to the Chief Judge of the US District Court for the Northern District of Ohio, performed extensive legal research, carefully verifying accuracy of all citations.

Communications and Outreach

* Utilized advanced verbal and written Spanish skills as court translator when warranted.
* Served as Vice President of regional paralegal association (2015 to 2017).

**Work History**

***Law Clerk Intern,*** US District Court, Cleveland, OH, 2019-Present

***Paralegal***, Hatchett, Garner, and Winn Attorneys, Cleveland, OH, 2013-2019

**Education and Credentials**

**Juris Doctor (JD),** anticipated 2021
Cleveland-Marshall College of Law, Cleveland, OH

**Associate of Applied Business in Paralegal-Legal Assisting**, 2013
Rhodes State College, Lima, OH

**Certified E-Discovery Specialist** (ACEDS), 2017