
LEGAL RESEARCH ASSISTANT RESUME

Objective:

Seeking a position as Legal Research Assistant where extensive experience and superior organization skills will be fully utilized.

Summary of Skills:

- Ability to draft and finalize legal documents, review cases, coordinate information
- Ability to interview clients and provide support on their cases
- Proficient with Internet access and basic office software

Work Experience:

Legal Research Assistant
Lockheed Martin, Milwaukee, WI
August 2005 to till date

- Assisted leadership in case assignment and workflow process.
- Created templates, drafting, execution, monitoring and filing of commercial agreements.
- Managed the creation, implementation and maintenance of global commercial contracting process.
- Assisted in organizing and maintaining patent and trademark files.
- Tracked and coded bills for patent and trademark matters.

Legal Research Assistant
Self Help Legal, Milwaukee, WI
May 2000 to July 2005

- Researched uncontested divorce on a state by state basis.
- Drafted uncontested divorce filing procedures and filed requirements.
- Obtained all documents required to complete an uncontested divorce.
- Updated reviewed corporate database with threat assessment results.
- Assembled the research results into information packages.
- Tracked and recorded company mergers, acquisitions and legal issues.

Education:

Associate Degrees in Paralegal Studies
St. Francis University, Loretto, PA

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