

KERRY-ANN KELLY

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Entry-Level Legal Assistant ▪ Aspiring Paralegal ▪ Administrative & Client Support Specialist

Detail-oriented and highly organized aspiring legal professional with strong research, analytical, and communication skills. Skilled in case file organization, administrative support, and client intake, ensuring efficient legal operations. Proficient in Microsoft Office Suite, Google Workspace, and database management, with the ability to handle clerical tasks, maintain legal documentation, and manage schedules with precision. Adept at multitasking in fast-paced environments while demonstrating strong attention to detail, professionalism, and confidentiality. Eager to learn and contribute effectively to a legal team by providing high-quality support and ensuring seamless case management.

EDUCATION

John Jay College of Criminal Justice, New York, NY Bachelor's Degree Earned	2020 – 2025
Hudson High School of Learning and Technology, New York, NY Diploma Earned	2016- 2020

CORE EXPERTISE

Legal Research & Analysis | Case File Organization & Documentation | Client Communication & Intake Support | Database & Document Management | Microsoft Word, Excel, PowerPoint & Google Workspace | Negotiation & Problem-Solving | Strong Attention to Detail & Time Management | Professional Phone & Email Etiquette | Team Collaboration & Adaptability | Critical Thinking & Decision-Making | Organizational & Multitasking Skills | Confidentiality & Ethical Judgment

PROFESSIONAL EXPERIENCE

The Borgen Project – Remote Intern	Dec 2023 – Mar 2024
<ul style="list-style-type: none">▪ Research & Analysis: Conducted in-depth research on policy issues, legal frameworks, and social justice initiatives to support advocacy efforts.▪ Written Communication & Content Development: Drafted reports, articles, and social media content to raise awareness about key issues.▪ Collaboration & Project Support: Worked closely with team members to organize virtual meetings, manage deadlines, and execute campaign strategies.	
TurnUp Activism – Remote Intern	Jun 2023 – Aug 2023
<ul style="list-style-type: none">▪ Donor & Client Relations: Contacted donors and potential supporters, effectively communicating the organization's mission to encourage engagement.▪ Database Management & Documentation: Oversaw donor and supporter databases, ensuring accuracy and organization.▪ Marketing & Community Outreach: Assisted in implementing marketing campaigns through social media and email outreach.	
Steve & Kate's Camp – New York, NY Camp Counselor	Jul 2022 – Sep 2022
<ul style="list-style-type: none">▪ Supervision & Leadership: Provided guidance and supervision to groups of campers, ensuring a safe and inclusive environment.▪ Program Coordination: Organized daily activities, facilitated group discussions, and adapted programs to meet camper needs.▪ Problem-Solving & Conflict Resolution: Identified and addressed camper concerns, ensuring a positive camp experience.	
Just Salad – New York, NY Cashier/Topper	May 2021 – Aug 2021
<ul style="list-style-type: none">▪ Enhanced Customer Service & Communication: Greeted customers, answered inquiries, and provided recommendations.▪ Point-of-Sale Operations & Transaction Processing: Processed sales transactions quickly and accurately, ensuring a seamless checkout process.▪ Organization & Efficiency: Maintained a clean and organized workspace while working efficiently in a fast-paced	

environment.

TECHNICAL SKILLS

Adobe | Google Workspace | Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) | Social Media Platforms