

Elijah Brown

Paralegal | Legal Research | Document Drafting |
Communication

☎ (360) 932-8346 | ✉ Eli.Brown@enhancv.com
📍 New York City, NY | 🔗 LinkedIn

SKILLS

- Legal Research

Case law research, statute analysis, regulatory review, precedent tracking, source verification, citation validation

- Document Drafting

Pleadings, motions, discovery documents, contracts, correspondence, proofreading, version control

- Case Management

Case file organization, deadline tracking, docket management, discovery coordination, attorney support, compliance monitoring

- Legal Research Platforms

Westlaw, LexisNexis, Boolean searches, Shepardizing/KeyCite, secondary source analysis

- Productivity & Office Tools

Microsoft Word (advanced formatting), Excel (tracking and logs), PowerPoint, Outlook, document management systems

INTERESTS

- Legal Advocacy

Passionate about advocating for clients' rights and providing comprehensive support to ensure fair legal representation.

- Community Engagement

Actively involved in local community initiatives aimed at promoting legal awareness and education among underrepresented groups.

- Legal Writing

Enjoys refining legal writing skills to produce clear, compelling documents that effectively convey complex legal arguments.

SUMMARY

With over 5 years of experience in legal environments, strong skills in legal research, document preparation, and case management are demonstrated. Proficient in managing high-pressure situations while ensuring compliance with legal standards, showcasing effective communication and organizational abilities. Significant accomplishments include optimizing case management processes, leading to a notable increase in client satisfaction and operational efficiency.

KEY ACHIEVEMENTS

- ☆ Enhanced Client Communication

Developed a streamlined communication protocol that decreased client response times by 40%, significantly improving client satisfaction scores.

- ☆ Increased Document Accuracy

Improved document accuracy rates by 25% over six months by thoroughly proofreading all submitted filings, enhancing case effectiveness.

- ☆ Optimized Case Management

Successfully coordinated case files across different departments, resulting in a 30% increase in timely submissions for court hearings.

- ☆ Led Training Sessions

Trained a team of 5 junior paralegals on research techniques and legal writing, enhancing team productivity and collaboration.

TRAINING & COURSES

Certified Legal Assistant

Issuing Institution: National Association of Legal Assistants, Year: 2018

Advanced Legal Research

Issuing Institution: American Bar Association, Year: 2019

EDUCATION

Bachelor of Arts in Paralegal Studies

Pace University | New York, NY
Graduated 2017

LANGUAGES

English | Native

French | Advanced

Spanish | Conversational

EXPERIENCE

Senior Paralegal

06/2021 - Present

Thompson Hine LLP

Cleveland, OH

- Conducted in-depth legal research using LexisNexis and Westlaw, strategically supporting attorneys in case preparation, resulting in expedited brief submissions.
- Drafted and prepared complex legal documents including motions and pleadings that led to a 20% improvement in case processing time for litigation.
- Managed multiple high-profile cases simultaneously, ensuring all deadlines were met while maintaining organization and thorough documentation to support legal arguments.
- Developed strong relationships with clients and stakeholders through regular communication, which directly contributed to increased client retention rates by 15% during my tenure.

Paralegal

02/219 - 05/2021

Kahn & Associates

New York, NY

- Assisted in drafting discovery documents and summarizing findings from depositions that improved case strategies, ultimately leading to favorable outcomes across various cases.
- Organized case files and ensured compliance with legal protocols which enhanced overall efficiency and reduced errors in case submissions.
- Collaborated with team members on high-stakes cases, employing strong interpersonal skills to maintain a positive work environment while meeting stressful deadlines.
- Reviewed and summarized legal literature and updates on legislation changes, ensuring the team was informed and proactive in adapting to new regulations.

Paralegal Assistant

07/2017 - 01/2019

Bennett & Co.

Miami, FL

- Assisted attorneys in preparing trial notebooks and conducting legal research that contributed to comprehensive case presentations during trials.
- Maintained detailed and accurate records and schedules, ensuring smooth operation of the legal office that facilitated effective time management.
- Worked closely with senior paralegals to draft legal documents, greatly improving my proficiency in legal writing and documentation processes.

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Warm regards,

Volen Vulkov

Co-Founder

