



Demi Morgan

Administrative Assistant, Disability and Elder Law

☎ (210) 555-4837 ✉ demi.morgan@example.com

🌐 linkedin.com/example/demimorgan 📍 San Antonio, TX 78212

STRENGTHS

📁 Case file control

Kept Odyssey records orderly during active civil matters, and attorneys could locate supporting documents without repeated requests.

📅 Deadline awareness

Tracked hearings and filing dates across concurrent assignments. A quick calendar check often prevented missed follow up.

🔍 Research support

Used Westlaw and court sources to gather records, then documented findings so supervising staff could assess facts efficiently.

💬 Clear communication

Handled routine inquiries with clients and external offices, preserving useful notes and escalating substantive questions appropriately.

👥 Reliable coverage

Stepped into backup support during busy periods, following documented workflows so time sensitive case work kept moving.

SKILLS

Legal research Legal writing

Case file management

Court calendaring

Records management

Deadline tracking

Document preparation

Document distribution

Stakeholder communication

Interpersonal communication

Collaboration Attention to detail

SUMMARY

Administrative legal support professional with two years of experience coordinating case records, court filings, correspondence, calendars, research, and document distribution for civil legal services. Maintains accurate electronic matter files in Odyssey, prepares filing packages through **Texas e file** and federal ECF/Pacer, and retrieves court records for attorney review. Uses **Microsoft Office Suite, PDF editing software**, Westlaw, JWEB, and DEEDS workflows to organize information and keep case activity moving. Tracks hearings, meetings, **filing dates**, and follow up items across concurrent assignments. Communicates clearly with attorneys, clients, court personnel, agencies, and other case parties while escalating substantive questions appropriately. Brings careful judgment, strong writing, reliable organization, and steady service to deadline driven legal operations.

EXPERIENCE

Legal Administrative Assistant

Cedar Bridge Legal Aid 📅 October 2025 - Present 📍 San Antonio, TX

Coordinate supervised administrative support for a civil legal services caseload, managing electronic matter files, court submissions, research, calendars, correspondence, and cross coverage. Support attorneys with accurate records, organized materials, deadline visibility, and professional communication across active matters.

- Maintained Odyssey matter files with pleadings, correspondence, records, and supporting documents for attorney review.
- Prepared Texas e file packages after checking captions, attachments, service details, and docket information.
- Retrieved **federal ECF Pacer records** and organized filings for active civil matters and attorney analysis.
- Tracked hearings, **meetings**, and filing dates, then assembled scheduled proceeding materials for legal staff.
- Researched case information through Westlaw and court sources, documenting findings for supervised legal analysis.
- Formatted **correspondence**, reports, and case materials in **Microsoft Office** and PDF editing software.
- Provided **backup coverage** during high volume periods, preserving timely case activity through documented workflows.

Legal Support Clerk

Mesa Family Advocacy Center 📅 October 2024 - September 2025 📍 San Antonio, TX

Supported supervised legal and administrative work for community civil matters, opening files, preparing correspondence, tracking appointments, gathering records, and communicating about routine case inquiries. Built practical knowledge of **legal technology** while protecting accuracy, confidentiality, and service quality across concurrent assignments.

- Opened **case files**, indexed incoming records, and updated notes for supervised community civil matters.
- Prepared client and court document packets with consistent formatting and **PDF editing** practices.
- Reconciled appointments, hearings, meetings, and due dates against case records for reliable follow up.
- Gathered public records through **Westlaw** and court resources, then routed documented findings to legal staff.
- Communicated with clients and external offices about document status and routine case inquiries.

Organizational skills

Factual analysis Microsoft Office

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Legal Administrative Assistant at Cedar Bridge Legal Aid (1 Years)

● Legal Support Clerk at Mesa Family Advocacy Center (11 Months)

- Escalated substantive legal questions to supervising staff while preserving clear communication records.
- Built working familiarity with **JWEB** and **DEEDS** workflows during concurrent case support assignments.

PROJECTS

Civil Case Records Workflow 📅 2026

Created a practical records workflow for organizing electronic case materials, tracking status information, and locating documents quickly during attorney review.

Court Filing Retrieval Support 📅 2025

Supported a filing retrieval process using Texas e file, federal ECF Pacer, and docket checks for orderly court document access.

LEADERSHIP & AWARDS

- Recognized by supervising legal staff for dependable deadline tracking and organized case materials.
- Selected for backup support coverage during high volume periods and staff absences.

EDUCATION

Associate of Applied Science in Paralegal Studies

San Antonio College 🎓 GPA: 4.0 📅 2024 📍 San Antonio, TX

Coursework: Legal research, legal writing, civil procedure, records management

CERTIFICATIONS

- Microsoft Office Specialist: Associate 📅 2024
- Legal Technology and Court Filing Training 📅 2024

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft Outlook
- **Legal Case Systems:** Odyssey, JWEB, DEEDS
- **Legal Research:** Westlaw, court resources, factual research
- **Court Filing Systems:** Texas e file, federal ECF, Pacer
- **PDF Document Tools:** PDF editing, document retrieval, document assembly
- **Records Management:** Electronic case files, indexing, status tracking
- **Calendar Management:** Hearing calendars, meeting calendars, filing calendars
- **Legal Documents:** Correspondence, reports, pleadings
- **Office Equipment:** Computers, phones, scanners
- **Communication Tools:** Email, telephone, electronic delivery

PROFESSIONAL AFFILIATIONS

- Paralegal Studies community at San Antonio College, with focus on legal research and civil procedure.
- Civil legal services support network, coordinating respectfully with attorneys, clients, courts, and agencies.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST