



Nasim Salazar

Legal Support Specialist, House Counsel Support

☎ (716) 555-4382 ✉ nasim.salazar@example.com

🌐 linkedin.com/example/nasimsalazar 📍 Buffalo, NY 14221

STRENGTHS

- 🔒 **Confidential Records**
Handled sensitive legal, claim, and client information carefully. Colleagues trusted consistent records and discreet communication.
- 📅 **Deadline Control**
Tracked court materials and recurring work by due date. Last minute changes became manageable through clear priority checks.
- ♥️ **Document Accuracy**
Checked names, dates, identifiers, and attachments before release. That simple habit prevented avoidable corrections.
- 👥 **Administrative Coordination**
Connected attorneys, specialists, contacts, and records across active workflows. People often relied on clear status updates.
- 📌 **Procedure Discipline**
Followed written steps for intake, routing, review, and closure. Consistent process kept busy files moving smoothly.

SKILLS

- Case File Management
- Legal Document Preparation
- Court Filing Support
- Document Review Requests
- Data Entry Confidential Records
- Contact Management File Closure
- Microsoft Office Suite

SUMMARY

Legal support and administrative professional with 3 years and 3 months of experience managing confidential records, **case files**, correspondence, **court filing support**, data entry, and deadline sensitive office workflows. Creates **standard form pleadings**, routine correspondence, **document review requests**, contact records, and organized matter files under written procedures. Coordinates incoming and outgoing mail, electronic transmissions, and filing materials while tracking changing priorities across multiple applications. Supports attorneys and administrative teams through accurate documentation, careful routing, timely follow through, and orderly record closure. Microsoft Office experience includes Word, Excel, Outlook, shared document tools, tracking logs, and recurring deadline management. Brings calm communication, sound judgment with confidential information, and practical experience handling detailed administrative work in busy legal and claims environments.

EXPERIENCE

Legal Administrative Support Specialist

Lakeview Legal Services Group 📅 March 2025 - Present 📍 Buffalo, NY

- Supports civil legal matters through organized case files, standard form documents, document review requests, correspondence, court filing materials, and **confidential records**. Maintains dependable administrative control for attorneys across active and closing matters.
- Maintained civil matter files and **contact records**, giving **attorneys** current information during active case review.
 - Prepared **standard form pleadings** and **correspondence** from approved templates for attorney review and timely release.
 - Created **document review requests** and entered party details, dates, and identifiers across office systems.
 - Coordinated mail, electronic transmissions, and court filing materials against daily submission deadlines.
 - Applied confidentiality procedures to legal records, communications, and case materials throughout each matter.
 - Closed completed matters by reconciling final documents, correspondence, and administrative records using checklists.

Administrative Coordinator

Northstar Claims Administration 📅 July 2023 - February 2025 📍 Cheektowaga, NY

- Coordinated claims administration through document intake, **data entry**, correspondence, contact maintenance, electronic files, deadline tracking, and **confidential information** handling. Supported specialists and internal teams by applying written procedures across multiple applications as priorities shifted.
- Processed claim documents and contact updates, keeping electronic files ready for specialist review.
 - Prioritized work across **multiple applications** using due dates and **written procedures** during changing workloads.
 - Reviewed incoming records for completeness and routed exceptions before scheduled case review began.
 - Protected confidential customer and claim information through controlled access and careful document handling.
 - Used Word, Excel, Outlook, and shared tools for **correspondence**, tracking logs, and recurring deadlines.
 - Provided status updates to internal teams and external contacts while recording follow up activity.

Office Assistant

Maple Creek Professional Services 📅 July 2022 - June 2023 📍 Tonawanda, NY

Mail Processing Fax Processing

Written Procedures

Deadline Management

Multitasking Attention to Detail

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Legal Administrative Support Specialist at Lakeview Legal Services Group (1.5 Years)

● Administrative Coordinator at Northstar Claims Administration (1.6 Years)

● Office Assistant at Maple Creek Professional Services (11 Months)

Handled office document intake, scanning, data entry, mail preparation, filing, contact updates, routine forms, and sensitive client records. Supported recurring client deadlines through organized processing, careful quality checks, and timely escalation of exceptions.

- Managed document intake, scanning, **data entry**, mail preparation, and filing for recurring client deadlines.
- Updated **contact records** from verified source information, improving consistency across shared client files.
- Prepared routine letters and forms in Microsoft Office, checking names, dates, and attachments before release.
- Organized paper and electronic records using established naming and retention procedures for reliable retrieval.
- Adjusted task order for urgent requests while preserving scheduled processing and follow up commitments.
- Handled sensitive client information discreetly and escalated procedural exceptions through appropriate channels.

PROJECTS

Legal Matter Records Workflow 📅 2026

Built a structured practice workflow for organizing case files, contact records, correspondence, review requests, deadlines, and closing checklists. Applied written procedures and Microsoft Office tools for accurate administrative control.

Court Filing Deadline Tracker 📅 2025

Created a practical tracking method for incoming mail, outgoing materials, electronic transmissions, and court filing deadlines. Used priority checks and status records to support timely routing and follow through.

LEADERSHIP & AWARDS

- Recognized for dependable handling of confidential legal records and deadline sensitive administrative work.
- Selected as a trusted resource for accurate document preparation, file updates, and follow up records.
- Commended for maintaining orderly workflows when urgent requests changed daily priorities.

EDUCATION

High School Diploma

Kenmore West Senior High School 🎓 GPA: 4.0 📅 2022 📍 Buffalo, NY

Coursework: *Written Procedures, Computer Applications, Business Communication, Records Management*

CERTIFICATIONS

- Microsoft Office Fundamentals Certificate 📅 2023
- High School Diploma 📅 2022

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft Outlook
- **Legal Documents:** Standard form pleadings, Legal correspondence, Court filing materials
- **Records Management:** Case files, Contact records, Retention procedures
- **Administrative Systems:** Data entry, Tracking logs, Shared document tools
- **Document Processing:** Scanning, Document intake, File closure
- **Communication Tools:** Email, Fax, Electronic transmissions
- **Deadline Tracking:** Due dates, Submission windows, Priority queues
- **Confidentiality Controls:** Controlled access, Confidential records, Secure handling
- **Quality Review:** Validation checks, Completeness review, Attachment checks
- **Workflow Procedures:** Written procedures, Routing steps, Closing checklists

PROFESSIONAL AFFILIATIONS

- Legal administrative support community, Buffalo area professional network.
- Microsoft Office continuing education community, administrative systems focus.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST