**Ryan Fordham**

Chatham, NJ 07928 | (856) 555-5555 | rf@somedomain.com | LinkedIn URL

**Certified Paralegal Specializing in Family Law**

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| * **Experienced paralegal with a strong command of family law** in the state of Connecticut. Handle cases such as divorce, custody, adoption and related family law matters. * **Diligent and resourceful in conducting legal research** **and case investigations;** trustworthy in handling confidential information; and articulate in preparing persuasive legal arguments, motions and agreements. * **Knowledge of family law rules of procedure,** mandatory disclosure requirements, preparation of pleadings, correspondence and e-filing. * **Technically skilled;** use ProDoc, Abacus Next, Westlaw, LexisNexis, eLaw, PACER, STAC and MS Office. |

**Legal Skills**

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| * Family Law Proceedings * E-filing / Records Management * Legal Research * Discovery Packages | * Legal Document Preparation * Case Management * Trial Preparation * Court Calendaring | * Motions, Contracts & Agreements * Client Interviews * Billing & Collections * Office & Court Procedures |

**Professional Experience**

ABC LAW FIRM *(Milburn, NJ)* | **Paralegal,** 2009 to Present

Provide legal, trial and administrative support for team of 12 attorneys and 3 senior partners within busy family law practice. Manage paralegal activities as well as office/HR functions such as scheduling and billing.

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| * **Legal Support:** Achieved in-demand status amongst paralegal colleagues; often personally requested by senior partners to manage complex, deadline-intensive matters. * **Document Preparation:** Assisted attorneys in the timely drafting and filing of legal documents and correspondence supporting case preparation for court appearances, hearings, depositions, trials and meetings. * **Billing & Invoicing:** Collaborated with office manager to standardize billing practices. Commended for efforts that contributed to a 15% increase in profitability in FY2016. * **Collections:** Reduced aged receivables from $95K to $5.4K. Revamped accounts receivables procedures, created spreadsheets to enhance tracking of monies owed and followed up on open accounts. |

DEF LAW FIRM *(Newark, NJ)* | **Paralegal,** 2007 to 2009

Prepared pleadings, exhibits, motions, judgments, court orders, inventories and discovery for a premier family law firm in Sometown. Interfaced with clients, legal teams, opposing counsel and court officers.

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| * **Caseload Management:** Excelled within a fast-paced law firm; assessed and prioritized competing demands to provide the highest quality of legal representation to clients. * **Office Reorganization:** Overhauled file system; made reception area more inviting and child-friendly; and created document templates. Enhanced records organization, elevated efficiency and improved service levels. |

EARLY CAREER: Held secretary and administrative assistant positions at GHI Co and JKL Co, 2000 to 2007.

**Education**

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| ***Degree:*** | **Associate of Arts (AA) in Paralegal Studies** |*Essex County**College (Newark, NJ)* |
| ***Certification:*** | **Certified Paralegal (CP)** |*National Association of Legal Assistants (NALA)* |