Jordan Ellis

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# OBJECTIVE

Motivated Senior Paralegal with a robust history of augmenting legal teams through comprehensive legal research, meticulous litigation support, and superior client relations. Targeting a challenging role in a prestigious law firm, where my extensive experience, combined with my legal certifications, can significantly contribute to the precision, effectiveness, and innovation of the legal services provided.

# EXPERIENCE

## Senior Paralegal

### Justice Law Firm | Seattle, WA Feb 20XX – Jan 20XX

Conducted meticulous legal research, influencing the positive outcome of over 50 cases. Diligently assisted attorneys in crafting precise and effective legal documents.

## Paralegal

### Justice Law Firm | Seattle, WA Jul 20XX – Jun 20XX

Cultivated and maintained relations with over 100 clients, ensuring their legal needs were met with satisfaction. Systematically reviewed and organized essential legal documents, ensuring they were court-ready.

# EDUCATION

## Bachelor of Arts in Legal Studies

### University of Washington | Seattle, WA Jun 20XX

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

# Skills

* Legal Research
* Contract Negotiation
* Client Relations
* Legal Compliance
* Document Review

# Certifications

* Certified Paralegal
* Accredited Legal Professional (ALP) Certification