

Devon Young

Legal Executive Assistant

Chicago, IL 60601

email@example.com

(000) 000-0000

Legal Executive Assistant with over 10 years of experience supporting general counsel and legal teams in corporate and nonprofit sectors

Experienced in legal document processing, case tracking, and facilitating executive-level legal reviews in fast-paced corporate environments.

Professional Experience

Legal Executive Assistant

NorthBridge Capital, Chicago, IL

January 2016 - Present

- Coordinates general counsel's calendar, manages filings, and oversees workflow for contract negotiations across three departments
- Drafts and proofs legal correspondence, NDAs, and board resolutions with strict attention to language compliance
- Organizes quarterly board meetings, manage minutes, and ensure delivery of legal packets for pre-reads

Legal Assistant

Riverfront Legal Aid, Chicago, IL

September 2013 - December 2015

- Supported five attorneys with scheduling, case tracking, and correspondence for litigation and compliance projects
- Implemented a new case filing system that improved document retrieval time by 30%
- Prepared affidavits and hearing summaries for attorney review and presentation

Education

Associate of Science (A.S.) in Legal Studies | May 2013

City Colleges of Chicago, Chicago, IL

Key Skills

- Board meeting support
- Case tracking
- Document drafting
- Legal filing systems
- Meeting coordination
- Proofreading
- Scheduling

Certifications

- Certified Legal Secretary Specialist | NALS | August 2017