

Danielle Cruz

Legal Assistant | Document Preparation, Scheduling & Client Intake

Phoenix, AZ | (602) 555-0159 | danielle.cruz@email.com | [linkedin.com/in/danielle-cruz-legal](https://www.linkedin.com/in/danielle-cruz-legal)

SUMMARY

Legal Assistant with 3.5 years of experience supporting attorneys in a busy family and business law practice. Prepared 500+ legal documents, managed calendars for 5 attorneys with zero missed deadlines, and improved client intake time by 40%. Skilled in document drafting, filing, billing support, and client communication.

SKILLS

Legal Administration: Document Drafting & Proofreading, Court Filing, Calendar & Deadline Management, Client Intake, Correspondence, Billing & Time Entry, Records Management

Software: Clio, MyCase, Microsoft 365 (Word, Outlook, Excel), Adobe Acrobat, DocuSign, Westlaw (Basic), QuickBooks

Core Skills: Confidentiality, Multitasking, Client Service, Typing 80 WPM, Bilingual English/Spanish

EXPERIENCE

Legal Assistant

Jun 2023 – Present

Desert Sun Law Offices — Phoenix, AZ

- Support 5 attorneys in family, estate, and business law, managing calendars, filings, and client communication.
- Prepare 500+ pleadings, contracts, wills, and correspondence with a documented accuracy rate above 99%.
- Improved client intake time by 40% by building electronic intake forms and a conflict-check checklist.
- Process time entries and prepare invoices totaling \$1.4M annually; reduced billing errors by 25%.
- Serve as first point of contact for 60+ clients per month, including Spanish-speaking clients.

Administrative Assistant

Jul 2022 – May 2023

Valley Business Services — Tempe, AZ

- Managed office operations, mail, scheduling, and vendor orders for a 12-person office.
- Digitized 3,000 client files into a searchable cloud archive.
- Prepared meeting minutes, reports, and expense reconciliations.

HIGHLIGHTS

Employee Excellence Award 2024 for client service; completed 80-hour legal assistant training program.

EDUCATION

Associate of Applied Science in Legal Studies

Phoenix College — Phoenix, AZ

2022 | GPA 3.7

CERTIFICATIONS

- Certified Legal Assistant (CLA) — in progress
- Clio Certified Associate
- Notary Public, State of Arizona