

# FALLON KESSLER

## PERSONAL DETAILS

### Name

Fallon Kessler

### Address

Manchester, UK

### Phone number

+44 20 1234 5673

### Email

example@cvmaker.uk

## SKILLS

Legal Research

Document Drafting

Case Management

Contract Review

Legal Writing

Client Communication

Court Filings

Evidence Collection

Legal Database Management

## EDUCATION

Bachelor of Laws (LLB)

*University of London, London, 2018*

## LANGUAGES

English, Native

German, Fluent

## REFERENCES

Available on request

## PERSONAL PROFILE

Motivated, detail-oriented legal professional with 5 years of successful paralegal experience. Strong research and analytical skills, dedicated to offering comprehensive legal support to clients and colleagues. Proficient in diverse legal tasks and a proven record in case preparation and legal proceedings management.

## WORK EXPERIENCE

### Senior Paralegal

**J&S Law Firm, Manchester, UK**

**2021 - Present**

Manage caseloads, overseeing all phases from initiation to resolution. Conduct extensive legal research to support litigation and transactional matters. Draft and review intricate legal documents, including pleadings, motions, and contracts. Collaborate with attorneys in preparation for trials and negotiations. Facilitate communication with clients, opposing counsel, and third parties to facilitate settlements and agreements.

- Successfully managed a caseload, achieving an average case resolution time of 20% faster than the department's benchmark.
- Drafted and reviewed complex legal documents with a 98% accuracy rate, ensuring compliance with industry standards.
- Mentored and guided junior paralegals, resulting in a 15% increase in productivity and skill development.

### Junior Paralegal

**Smith & Associates Solicitors, London**

**2019 - 2021**

Conducted legal research to support senior paralegals in case preparations. Drafted and proofread legal documents, including contracts, agreements, and briefs. Assisted in case management, including maintaining client files and scheduling meetings. Communicated with clients and external parties to gather information and update on case progress. Supported senior attorneys in court filings and document submissions.

- Developed and implemented a streamlined case organisation system, resulting in a 20% reduction in the time required to locate and retrieve critical case documents, significantly improving overall team efficiency.
- Took the lead in organising and maintaining the department's legal library, making it more accessible and saving the team 25% of the time in research.