



**J E E Z E L** [Redacted]  
[Redacted]

## LEGAL ASSISTANT / TRANSCRIPTIONIST

### CONTACT

Address: [Redacted]  
Mobile No: [Redacted]  
Email address:  
[Redacted]  
[Redacted]

**NATIONALITY:** Filipino Citizen

**MARITAL STATUS:** Single

**Age:** 26 years old

**Educational Background:** Degree Holder

### SKILLS

1. Proficient in **ODMS Transcription Module, Practice Evolve, Microsoft Office (Word, Excel, Outlook, and Teams)**
2. Strong typing speed and accuracy (**54 WPS**).
3. Excellent in listening and comprehension skills.
4. Knowledge of legal terminology and procedures.
5. Attention to detail and accuracy in transcribing legal documents.
6. Understanding of confidentiality and data security requirements in legal transcription.
7. Time management and organizational skills to meet deadlines.
8. Ability to work independently and adapt to varying transcription styles.
9. Communication skills to clarify unclear audio or context.
10. Familiarity with legal document formatting and citation styles.

### EDUCATION

Bachelor of Science in Accounting Technology - [Redacted] (S.Y. 2014-2019)

### WORK EXPERIENCE

**OCTOBER 2019 – MAY 2023 (4 years of experienced as Court Transcriber)**

Court Transcriptionist | [Redacted]

1. Transcribing Court proceedings;
2. Attend Court Hearings and transcribing immediately;
3. Drafting Orders, Search Warrants and Judgments or Decisions;
4. Drafting Subpoena, Subpoena Duces Tecum and Subpoena ad testificandum;
5. Drafting Constancia and/or Notice of Cancellation.

**MAY 2023 – JUNE 2024 (1+ year of experienced as Legal Assistant/Paralegal)**

Legal Assistant/Paralegal | Law Firm | [Redacted]

1. Legal Research: Ability to research case law, statutes, and regulations using various legal research databases.
2. Drafting Legal Documents: Proficiency in drafting legal documents such as pleadings, motions, briefs, contracts, and correspondence.

3. Case Management: Experience in organizing and managing case files, maintaining deadlines, and coordinating with attorneys and clients.

4. Communication: Strong oral and written communication skills for interacting with clients, attorneys, court personnel, and other stakeholders.

5. Attention to Detail: Ability to review and analyze legal documents with a keen eye for accuracy and completeness.

6. Legal Software Proficiency: Familiarity with legal research tools, case management software, document management systems, and other technology commonly used in law firms.

7. Confidentiality: Understanding of the importance of maintaining client confidentiality and adherence to ethical standards.

8. Teamwork: Capability to collaborate effectively with attorneys, paralegals, and other staff members to achieve common goals.

**JUNE 2023 - PRESENT**

LEGAL TRANSCRIBER/TRANSCRIPTIONIST - [REDACTED]

1. Transcribe legal documents accurately and efficiently (File Notes, Memos, Letter to Clients and Letter to Barrister)
2. Ensure proper formatting and organization of transcribed documents.
3. Proofread transcriptions for accuracy and completeness.
4. Maintain confidentiality and security of sensitive legal information.
5. Collaborate with legal professionals to meet transcription deadlines.
6. Stay updated on current legal terminology and industry standards.
7. Provide administrative support to legal teams as needed.