

Kimberle Furlong

Legal Assistant

Profile

Skilled Legal Assistant with 3 years of experience in fast-paced environments. Proven track record in managing case files, drafting legal documents, and supporting attorneys. Strong organizational skills and keen attention to detail ensure efficient office operations.

Employment History

Legal Secretary at Robert Half, NE

Jun 2025 - Present

- Coordinated and managed over 120 legal case files monthly, ensuring a 98% accuracy rate in document preparation and filing deadlines.
- Streamlined office communication processes by implementing a new scheduling system, reducing appointment overlaps by 40% and enhancing workflow efficiency.
- Facilitated team collaboration on high-stakes projects, leading to successful completion of 15+ client proposals within tight deadlines, boosting client retention rates by 30%.

Legal Clerk at Randstad, NE

May 2022 - May 2025

- Drafted and reviewed over 250 legal documents monthly, reducing processing time by 18% through meticulous attention to detail and streamlined workflows.
- Coordinated with a team of six clerks to implement a new digital filing system, enhancing document retrieval efficiency by 35% and minimizing data errors.
- Led a project to audit case files, identifying discrepancies that resulted in a 22% improvement in compliance accuracy across the department.

Education

Associate of Applied Science in Paralegal Studies at Metropolitan Community College, NE

Jan 2018 - May 2022

Legal Research and Writing, Civil Litigation, Contract Law, Criminal Law, Family Law, Torts, Ethics for Paralegals, and Real Estate Law.

Certificates

NALA Certified Paralegal (CP)

Aug 2023

Advanced Certified Paralegal (ACP)

Apr 2022

Memberships

NALA

NFPA

Details

kimberle.furlong@gmail.com

(124) 135-8712

Grand Island, NE

Links

[linkedin.com/in/kimberlefurlong](https://www.linkedin.com/in/kimberlefurlong)

Skills

LexisNexis

Westlaw

EDiscovery

DocuSign

Clio

PACER

Languages

English

German

Hobbies

Photography

Gardening

Cooking