

Helayna Creagan

Legal Assistant

✉ helayna.creagan@gmail.com

☎ (830) 500-0344

📍 Fort Worth, TX

Education

**Associate of Applied Science
in Paralegal Studies at
Houston Community College,
TX**

Feb 2013 - May 2017

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

Links

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

Skills

LexisNexis

Westlaw

E-Discovery

CaseMap

TrialDirector

Clio

Relativity

DocuSign

Languages

English

Spanish

Profile

Dynamic legal assistant with 8 years of experience, expertly navigating complex legal environments. Known for strategic leadership, exceptional organizational skills, and keen attention to detail. Adept at managing sensitive case materials and supporting high-stakes legal proceedings.

Employment History

Paralegal at Latham & Watkins, TX

Apr 2025 - Present

- Spearheaded a team of 5 paralegals, enhancing workflow efficiency by 27% through strategic task delegation and process optimization.
- Designed and implemented a comprehensive case management system, reducing document retrieval time by 33% and improving overall case handling efficiency.
- Led cross-functional collaboration with attorneys and external clients, resulting in a 22% increase in client satisfaction scores within one year.
- Developed training modules for junior paralegals, improving onboarding speed by 40% and ensuring consistent adherence to firm-wide protocols.

Legal Secretary at Skadden, Arps, Slate, Meagher & Flom, TX

Nov 2022 - Mar 2025

- Spearheaded the reorganization of firm-wide document management systems, improving retrieval efficiency by 27% and reducing processing time for legal teams.
- Led a cross-departmental task force to streamline client intake procedures, resulting in a 15% increase in client onboarding speed and enhancing overall client satisfaction scores.
- Managed and mentored a team of junior secretaries, implementing training programs that boosted productivity by 22% while fostering professional growth and development.

Legal Clerk at Baker McKenzie, TX

Oct 2017 - Oct 2022

- Spearheaded a cross-functional team to streamline document review processes, reducing turnaround time by 27% and enhancing overall case efficiency.
- Implemented a new client communication protocol that increased client satisfaction scores by 18%, fostering stronger attorney-client relationships.
- Led the development of a comprehensive legal database, improving data retrieval speed by 34% and significantly boosting team productivity.

Certificates

Advanced Paralegal Certification (APC)

Dec 2023

Legal Research and Writing Certificate

Jan 2022