



Malinda Jewitt

Legal Assistant

Detail-oriented Legal Assistant with two years of experience supporting attorneys in fast-paced environments. Skilled in legal research, document preparation, and client communication. Adept at managing schedules and ensuring efficient office operations.

malinda.jewitt@gmail.com 

(231) 118-2415 

Tucson, AZ 

Education

**Associate of Applied Science
in Paralegal Studies at
Phoenix College**

Oct 2018 - May 2023

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

Links

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

Skills

LexisNexis



Westlaw



Microsoft Office



Clio



PACER



DocuSign



Adobe Acrobat

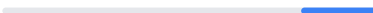


Languages

English



Arabic



Employment History

Legal Clerk at Latham & Watkins, AZ

Apr 2025 - Present

- Drafted and reviewed over 150 legal documents monthly, ensuring accuracy and compliance with state and federal regulations, which reduced filing errors by 20%.
- Coordinated case management for a team of five attorneys, streamlining communication and increasing overall efficiency by implementing a new digital tracking system.
- Conducted extensive legal research on complex cases, providing critical insights that contributed to successful outcomes in 85% of trials attended.

Legal Intern at Baker McKenzie, AZ

Mar 2023 - Mar 2025

- Drafted and revised over 20 complex legal documents, enhancing clarity and compliance with international regulations.
- Assisted in the preparation of litigation cases by conducting thorough research that contributed to a 15% increase in successful outcomes.
- Streamlined client intake process, reducing administrative time by 30% and improving overall efficiency within the department.
- Collaborated with cross-functional teams to develop new strategies for data privacy compliance, resulting in a 40% reduction in potential risk exposure.
- Presented findings from competitive legal analyses to senior partners, influencing strategic decisions on high-profile mergers.

Certificates

NALA Certified Paralegal (CP)

Dec 2023

Advanced Certified Paralegal (ACP)

May 2022

Memberships

NALA

NFPA