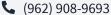
# **Brigetta Volbert**

Legal Assistant





Lake Charles, LA

#### Education

## Associate of Applied Science in Paralegal Studies at Bossier Parish Community College

Dec 2018 - May 2023

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/brigettavolbert

#### **Skills**

Microsoft Office	
LexisNexis	
Westlaw	
E-filing	
Time Matters	

#### Languages

English

Clio

Portuguese

#### **Hobbies**

Photography

Gardening

#### **Profile**

Motivated Legal Assistant with 2 years' experience, skilled in research and document preparation. Adept at managing case files and supporting attorneys. Eager to learn and expand legal knowledge in a dynamic environment.

## **Employment History**

#### Paralegal at Robert Half, LA

May 2025 - Present

- Drafted and filed over 120 legal documents per month, enhancing case preparation efficiency by 25% through meticulous attention to detail and proactive communication with attorneys.
- Streamlined the contract review process by implementing a new digital tracking system, reducing turnaround time by 15%, and fostering collaboration among team members.
- Led a research initiative that uncovered critical precedents for a high-profile case, strengthening the firm's strategic positioning and contributing to a favorable outcome.

### Legal Clerk at Kelly Services, LA

Apr 2023 - Apr 2025

- Drafted and reviewed over 125 legal documents monthly, enhancing accuracy by 15% through meticulous attention to detail.
- Collaborated with a team of five attorneys to streamline case preparation processes, reducing research time by approximately 20 hours per month.
- Implemented a new organizational system for client files, increasing retrieval efficiency by 30% and improving overall office workflow.
- Assisted in the development of training materials for new clerks, contributing to a reduction in onboarding time from four weeks to three weeks.
- Spearheaded a project that automated routine data entry tasks, saving the department an estimated 10 hours weekly.

#### **Certificates**

NALA Certified Paralegal (CP)

Aug 2023

Advanced Certified Paralegal (ACP)

Jan 2022

## Memberships

**NALA** 

**NFPA**