

Brigetta Volbert

Legal Assistant

✉ brigetta.volbert@gmail.com

☎ (962) 908-9693

📍 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](https://www.linkedin.com/in/brigettavolbert)

Skills

Microsoft Office

LexisNexis

Westlaw

E-filing

Time Matters

Clio

Languages

English

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