

Pasha Khatri

Paralegal

Experienced paralegal with 3 years in legal research, document preparation, and case management. Proven track record of supporting attorneys in high-pressure environments, ensuring accuracy and efficiency. Skilled in maintaining client confidentiality and managing complex legal documentation.

pasha.khatri@gmail.com 

(189) 183-3838 

Phoenix, AZ 

Education

Associate of Applied Science in Paralegal Studies at Phoenix College

Apr 2018 - May 2022

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

Links

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

Skills

LexisNexis

Westlaw

EDiscovery

Clio

Relativity

PACER

DocuSign

Languages

English

Chinese

Employment History

Legal Assistant at Robert Half Legal, AZ

Mar 2025 - Present

- Spearheaded the revision of over 350 legal documents, reducing errors by 25% and streamlining the review process for faster client turnaround.
- Developed a new filing system that improved document retrieval efficiency by 40%, enhancing team productivity during high-stakes litigation.
- Coordinated with cross-functional teams to implement a case management software, resulting in a 30% increase in task completion speed.
- Successfully managed scheduling and logistics for 50+ depositions and court appearances each month, ensuring optimal time management and resource allocation.
- Trained and mentored three junior assistants, leading to a 50% reduction in onboarding time while maintaining high performance standards.

Legal Secretary at Kelly Services, AZ

Feb 2022 - Feb 2025

- Spearheaded the implementation of a new digital filing system, reducing document retrieval time by 45% and increasing team efficiency.
- Coordinated with attorneys to prepare and finalize over 120 legal documents monthly, ensuring accuracy and compliance with court deadlines.
- Trained and mentored a team of three junior secretaries, leading to a 30% improvement in overall departmental productivity within six months.
- Streamlined communication processes between clients and legal counsel, resulting in a 25% increase in client satisfaction scores.
- Managed scheduling for five attorneys, optimizing calendar workflows that decreased appointment conflicts by 35%.

Certificates

Advanced Certified Paralegal (ACP)

Sep 2023

Registered Paralegal (RP)

Mar 2022