

Belen Chean

Paralegal

✉ belen.chean@gmail.com

☎ (917) 521-6745

📍 Savannah, GA

Education

Associate of Applied Science in Paralegal Studies at Atlanta Technical College

Mar 2013 - May 2017

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

Links

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

Skills

Legal Research Platforms

Case Management Software

E-Discovery Tools

Contract Analysis AI

Litigation Support Systems

Document Automation

Data Privacy Compliance

Languages

English

Chinese

Hobbies

Photography

Gardening

Profile

Strategic paralegal with 8 years of experience, known for adept legal research, precise document preparation, and efficient case management. Skilled in fostering collaboration and streamlining processes to support dynamic legal teams in achieving successful outcomes.

Employment History

Paralegal at Robert Half, GA

Apr 2025 - Present

- Spearheaded a team of 8 legal assistants, optimizing workflow efficiency by 23% through strategic task delegation and process refinement.
- Orchestrated the successful completion of over 150 case files annually, ensuring compliance with regulatory standards and deadlines.
- Championed a digital archiving initiative, reducing document retrieval time by 47% and enhancing data accessibility across departments.
- Negotiated vendor contracts that resulted in a 15% reduction in annual legal research costs without compromising quality or resource availability.
- Developed and implemented training sessions for junior staff, improving overall team productivity by fostering enhanced legal research skills.

Legal Assistant at Kelly Services, GA

Mar 2022 - Mar 2025

- Spearheaded a team of 5 legal assistants, streamlining document review processes that reduced turnaround time by 27% and enhanced overall efficiency.
- Implemented a new case management system, resulting in a 35% increase in document retrieval speed and improved client satisfaction scores by 15%.
- Negotiated vendor contracts for office supplies, achieving cost savings of \$23,500 annually while maintaining quality and service standards.

Legal Secretary at Randstad, GA

Feb 2017 - Feb 2022

- Spearheaded a document management overhaul, reducing retrieval times by 45% and increasing overall efficiency across the legal department.
- Coordinated complex schedules for a team of 12 attorneys, ensuring seamless operations and client satisfaction with a 98% on-time meeting rate.
- Implemented a new filing system that decreased misfiled documents by 30%, enhancing accuracy and accessibility for all legal personnel.
- Managed high-stakes case preparation processes, contributing to a 25% increase in successful case outcomes over two years.
- Led training sessions for junior staff, resulting in improved team performance metrics and a 20% reduction in onboarding time.

Certificates

Advanced Paralegal Certification (APC)

Feb 2024