

Atasha Allococo

Paralegal

Profile

Motivated paralegal with 2 years' experience in supporting legal teams. Skilled in research, document preparation, and case management. Eager to expand knowledge, tackle new challenges, and contribute effectively to dynamic legal environments.

Employment History

Legal Assistant at Robert Half, MA

Apr 2025 - Present

- Spearheaded the reorganization of over 2,350 legal documents, enhancing retrieval efficiency by 25% and reducing case preparation time significantly.
- Collaborated with a team of four attorneys to draft and edit complex legal briefs, contributing to a 15% increase in successful case outcomes over six months.
- Implemented a new digital filing system that streamlined document management processes, resulting in a 30% reduction in administrative errors.
- Conducted comprehensive research on emerging legal trends, providing insights that informed strategic decisions and enriched team knowledge.

Legal Secretary at Kelly Services, MA

Mar 2023 - Mar 2025

- Spearheaded the organization of over 350 legal documents monthly, improving retrieval efficiency by 25% through streamlined filing systems.
- Collaborated with a team of attorneys to draft and proofread 120+ court filings, enhancing document accuracy and compliance with legal standards.
- Developed a comprehensive training program for new hires, reducing onboarding time by 30% while increasing team productivity.
- Implemented a digital calendar system that reduced scheduling conflicts by 40%, optimizing time management for senior partners.

Education

Associate of Applied Science in Paralegal Studies at Middlesex Community College

Oct 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.

Certificates

Advanced Paralegal Certification (APC)

Nov 2023

Details

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Worcester, MA

Links

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

Skills

Westlaw

LexisNexis

E-filing

Bluebook

PACER

Summation

Clio

Languages

English

French

Hobbies

Painting

Gardening

Cooking