

# Atasha Allocco

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

[atasha.allocco@gmail.com](mailto:atasha.allocco@gmail.com)

(991) 087-4301

Worcester, MA

## Links

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

## Skills

Westlaw

LexisNexis

E-filing

Bluebook

PACER

Summation

Clio

## Languages

English

French

## Hobbies

Painting

Gardening

Cooking