SADIE [redacted]

Seaside Park, NJ

[redacted] | [redacted]

PROFESSIONAL SUMMARY

Experienced and self-sufficient legal professional with a strong background in administrative support and estate law. Looking for opportunities as a Paralegal or in Administrative roles. Proven ability to manage legal documentation, court filings, client communications, and office operations independently. Highly organized with strong multitasking, communication, and confidentiality skills.

SKILLS

Microsoft Office, Communication, Organization, Detail-oriented

EMPLOYMENT HISTORY

- Apr 2024 – June 2025
  Legal Assistant / Paralegal, Law Offices of [redacted] NJ

- Promoted from Legal Assistant to Paralegal within four months.

- Sole in-office employee managing both administrative and legal responsibilities.

- Handled front office duties: answered phones and emails, scheduled client meetings, and managed firm calendar.

- Created and maintained multiple Excel spreadsheets for case tracking and office operations.

- Drafted legal documents including letters, estate documents, estate tax returns, probate paperwork, and litigation documents.

- Managed all paper filing and e-filing with County Surrogate Offices, County Clerk Offices, and the Superior Court of New Jersey.

- Independently carried out many Estate Administration tasks.

- Drafted Inheritance Tax Returns for attorney review

- Assisted in real estate closings

- Apr 2023 – April 2024
  Patient Care Coordinator, [redacted] Sea Girt, NJ

- Scheduled patient appointments and ensured accurate documentation.

- Collaborated with multidisciplinary teams for optimal patient outcomes.

- Handled inquiries and resolved issues with a patient-centered approach.

- Proficiently used electronic health records systems.

- Applied strong organizational and interpersonal skills in my daily tasks.

- Apr 2022 – Sep 2022
  Administrative Assistant, [redacted], Toms River, NJ

- Managed incoming calls, emails, and inquiries with a professional and courteous manner.

- Scheduled and coordinated appointments, meetings, and events efficiently.

- Maintained and organized office files, records, and documents for easy retrieval.

- Assisted with the onboarding process of new employees, including preparing necessary paperwork, coordinating training sessions, and assisting with orientation.

- Sep 2021 – Mar 2022
  Patient Care Technician, [redacted], Toms River, NJ

- Assisted nursing staff in providing direct patient care and support services.

- Monitored and recorded vital signs, ensuring accuracy and timely documentation.

- Aided in daily activities, including bathing, feeding, and mobility assistance for patients.

- Assisted in patient admission and discharge procedures, ensuring proper protocols.

- Responded promptly to patient needs and inquiries with empathy and professionalism.

- Feb 2021 – Sep 2021
  Patient Transporter, [redacted], Toms River, NJ

- Safely and efficiently transported patients to various departments within the medical center.

- Collaborated with nursing and clinical staff to prioritize and execute patient transfers.

- Ensured a comfortable and secure transportation experience for patients.

- Assisted in the proper positioning of patients during transportation, considering their comfort.

- Contributed to maintaining a clean and organized work environment within the medical center.

EDUCATION

Sep 2016 – Jun 2020
High School Diploma, Southern Regional High School, Manahawkin, NJ

CERTIFICATIONS

August 2024 - April 2025
Paralegal Certification, Rowan University, Glassboro, New Jersey