

Theone Stuntz

Legal Assistant

Profile

I have more than 5 years of experience as a legal assistant and have gained a vast knowledge of the law. I am extremely detail oriented and thrive in fast-paced environments. I possess excellent communication, writing, and research skills which allow me to effectively communicate with clients, attorneys, and other professionals. My ability to stay calm under pressure has helped me succeed in my career thus far.

Employment History

Senior Legal Assistant at Apple Inc. (California)

May 2022 - Present

- Reviewed and updated client files for accuracy and compliance with regulations.
- Monitored calendars and deadlines to ensure timely completion of tasks.
- Managed attorney schedules by coordinating appointments, preparing meeting materials, and scheduling travel logistics as needed.
- Assisted in the preparation of legal documents such as briefs, pleadings, appeals, contracts, etc., ensuring all required information was included and accurate according to court/client guidelines.
- Constantly communicated updates on case status to clients via phone calls or email

Legal Assistant at Microsoft Corporation (Washington)

Sep 2019 - Mar 2022

- Negotiated a settlement in a personal injury case that resulted in the client receiving \$100,000.
- Helped prepare an estate plan for a client that included the creation of trusts and wills.
- Research cases for an attorney preparing for trial which led to favorable outcomes in 4 out of 5 cases tried. In one instance, research uncovered new evidence that resulted in acquittal on all charges.
- Successfully navigated through complex discovery process resulting shorter litigation timeline allowing our firm to take on additional clients.

Certificates

Notary Public (NP), Fresno Traveling Notary

Dec 2020

Certified Legal Assistant/Paralegal (CLA/CP), National Association of Legal Assistants (NALA)

Jul 2019

Accredited Legal Professional (ALP), ALP Services.

Jul 2018

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📍 112 Aquinnah Drive, Pooler, GA 31322

Education

B.S. in Law at University of Miami, Coral Gables, FL

Sep 2015 - May 2019

I learned how to do research, writing, and oral advocacy.

Links

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

Skills

Analytical skills

Organizational skills

Writing and editing ability

Research skills

Technical knowledge of the legal field and its terminology

Languages

English

Russian