

Burley Hoevel

Paralegal

Profile

I have experience as a paralegal in both corporate and law firm environments. I am comfortable working with clients and attorneys to gather information, prepare documents, and manage deadlines. My organizational skills help keep projects on track while my attention to detail ensures accuracy. I take pride in being a resourceful problem solver who can think outside the box to find creative solutions.

Employment History

Law Office Paralegal at California Paralegal Association

Apr 2022 - Present

- Assisted in the organization of over 10,000 case files.
- Successfully completed more than 500 hours of continuing legal education.
- Authored multiple winning briefs that resulted in favorable outcomes for clients.
- Obtained dismissals in over 75% of cases handled from start to finish.
- Saved the firm an estimated \$200,000 per year through improved workflows and processes

Corporate In-House Paralegal at San Diego County Bar Association

Jul 2019 - Feb 2022

- Assisted in the preparation of over 100 wills and trusts.
- Drafted and filed 50+ petitions for probate with the court
- Acted as point of contact for clients, attorneys, and other professionals during probate process
- Completed all administrative tasks associated with opening and closing files (i.e., calendaring, filing deadlines)
- Maintained highly organized file system to ensure efficiency

Education

B.S. in Law at Brandeis University, Waltham, MA

Aug 2014 - May 2019

Discernment, critical thinking, and writing skills.

Certificates

National Association of Legal Assistants Certification (NALA-CP), NALA-CP

Nov 2020

American Alliance Certified Paralegal (AACP), American Alliance Certified Paralegal

Feb 2019

Registered Paralegals/Canada Certified Graduate Paralegal (RP/CGP - Canada) from an accredited institution., The Paralegal Institute of Canada

Jul 2017

Details

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Links

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

Skills

Legal research and writing

Familiarity with legal databases, such as Westlaw and LexisNexis

Strong organizational skills

Ability to multitask and work well under pressure

Excellent communication skills (both written and oral)

Interpersonal skills

Languages

English

Spanish