Marcus Delgado

LEGAL ADMINISTRATIVE ASSISTANT

Phoenix, AZ
(602) 555-0163
marcus.delgado@email.com
linkedin.com/in/marcusdelgado

Skills

Microsoft Word
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Microsoft Office Suite
Calendar Management
Records Management
Legal Document Formatting
Attention to Detail • Discretion

Summary

Legal administrative assistant at a 40-attorney insurance defense firm, supporting 4 attorneys and 2 paralegals since early 2025. Runs calendars in Microsoft Outlook and expense tracking in Microsoft Excel, formats court documents in Microsoft Word, and handles confidential client records with discretion.

Experience

Legal Administrative Assistant 01/2025 - Present

Camelback Ridge Law Partners Phoenix, AZ

Insurance defense firm representing carriers and businesses in Arizona state and federal courts.

- Coordinate Microsoft Outlook calendars for **4** attorneys, scheduling 40+ mediations, depositions and client calls a month.
- Edit answers, motions and exhibits in Microsoft Word to Maricopa County court rules before paralegal review.
- Process attorney expense reports and vendor invoices in Microsoft Excel, about $18,000 in charges each month.
- Update the records management log for 600 open matters and pull closed files for storage each quarter.

Office Assistant (Part-Time) 08/2022 - 12/2024

Desert Sky Property Management Tempe, AZ

Part-time front office role at a residential property manager while completing an associate degree.

- Handled tenant calls and emails for 320 rental units and logged maintenance requests in the property system.
- Compiled lease renewal packets in Microsoft Word for about 25 tenants each month.
- Reorganized 1,200 paper tenant files into a filing system sorted by building and move-in date.
- Created Microsoft PowerPoint slides on vacancy and rent collection for the owner's monthly meeting.

Education

Associate of Applied Science 12/2024

Phoenix College Phoenix, AZ

Paralegal Studies