Hannah Okafor

Legal Assistant

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SUMMARY

Legal assistant with 2 years at a 12-attorney Sacramento employment law firm, supporting 3 attorneys with calendars, client intake and document preparation. Formats pleadings and letters in Microsoft Word, keeps deadlines in Microsoft Outlook and runs case files with close attention to detail and steady time management.

EDUCATION

Bachelor of Arts 05/2024

California State University, Sacramento Sacramento, CA

Political Science

EXPERIENCE

Legal Assistant 06/2024 - Present

Capitol Mall Employment Law Group Sacramento, CA

Plaintiff-side firm handling wage, leave and discrimination cases for employees across Northern California.

- Manage Microsoft Outlook calendars for **3** attorneys, booking about 25 depositions, hearings and client meetings each month.
- Draft and proofread complaints, letters and discovery responses in Microsoft Word, about 30 documents a week.
- Maintain 140 active client files in the case management system and close out finished matters every quarter.
- Track case costs and settlement payments in Microsoft Excel, catching 6 billing errors before invoices went out last year.

Office Assistant (Part-Time) 09/2022 - 05/2024

Riverbend Insurance Agency Sacramento, CA

Part-time role at a 7-person auto and home insurance agency while finishing college.

- Handled 60+ client calls a day and routed policy questions to the right agent within the same shift.
- Converted 3,000 paper policy files into indexed records on a shared drive during a cleanup.
- Wrote renewal reminder letters in Microsoft Word with mail merge for 400 households each quarter.
- Built a Microsoft PowerPoint training guide on the agency's filing rules for new front desk staff.

SKILLS

Microsoft Word • **Microsoft Excel** • **Microsoft Outlook** • **Microsoft PowerPoint** **Microsoft Office Suite** • **Legal Document Preparation** • **Calendar Management** • **Case Management** **Attention to Detail** • **Time Management**

CERTIFICATES

Paralegal Studies Certificate

Sacramento City College

12/2024