Jessica Lindqvist

Paralegal

Minneapolis, MN (612) 555-0128 jessica.lindqvist@email.com linkedin.com/in/jessicalindqvist

SUMMARY

Certified Paralegal with 5 years in Minneapolis law firms, the last 3 supporting 5 attorneys in civil litigation and business matters. Drafts pleadings and discovery, handles legal research and e-filing in state and federal court, and keeps case management deadlines accurate with close attention to detail.

EXPERIENCE

Paralegal

04/2023 - Present

Nicollet Avenue Law Group

Minneapolis, MN

22-attorney firm handling commercial litigation, employment and business law for Minnesota companies.

- Draft complaints, motions and discovery responses in Microsoft Word for **5** attorneys across about 60 open matters.
- Complete e-filing in Minnesota state courts and federal court, 30+ filings a month with zero rejections in 2025.
- Perform legal research on procedural rules and local practice, and summarize findings in short memos for motion work.
- Assemble exhibits and trial binders for 4 bench trials, indexing 2,500 pages of documents in Microsoft Excel.

Legal Assistant

06/2021 - 03/2023

Lake Harriet Legal Services

Minneapolis, MN

9-person consumer and real estate law practice.

- Managed Microsoft Outlook calendars and court deadlines for 3 attorneys handling consumer and landlord cases.
- Completed client intake files and conflict checks for about 20 new matters each month.
- Proofread letters and pleadings and handled sensitive client financial records with discretion.

SKILLS

- **Legal Research**
- **E-Filing**
- **Case Management**
- **Document Preparation**
- **Microsoft Word**
- **Microsoft Excel**
- **Microsoft Outlook**
- **Microsoft Office Suite**
- **Attention to Detail**
- **Discretion**

EDUCATION

Bachelor of Arts

University of Minnesota

Political Science

Minneapolis, MN

05/2021

CERTIFICATES

Certified Paralegal (CP)

NALA - The Paralegal Association

09/2022