

Alexandra Lisa Garcia

Legal Assistant

Address New York, NY, 10023

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To seek and maintain a Legal or Administrative position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Skills

Personal Injury Investigations
Litigation Legal Assistant
Document preparation
Smart Advocate Legal Software
New Case Administrator
Landlord/Tenant Law
Litigation Support
Case Management

Work History

2022-05 - 2024-01 Legal Assistant

Subin Associates, New York, NY

- Personal Injury Ingestions Team Member
- Assisted counsel in preparing answers, providing documentation and information for discovery request.
- Preparing cases pre-litigation gathering public legal documents and corporation entities, property value, department of building violations, property tax value and tax bills.
- Utilized NYSCEF and E-Courts to search for court documents and case information.
- Investigating and evaluation of DMV records and Insurance information.
- Mitigated legal team's workload by reviewing and evaluating legal documents, discovery materials and contracts.
- Investigated facts and laws to determine causes of action and to prepare cases.
- Assisted attorneys with reviewing and organizing witness reports.
- Investigated Defendant's background information.
- Verified property and personal deed ownerships and in relation to incident location.

- Investigated causes and resolutions to plaintiff's personal injury case by reviewing damages, losses and settlement formalities.
- Conducted comprehensive legal research using various resources such as online databases, law libraries, or government agencies to support case strategies effectively
- Supported attorneys in achieving favorable outcomes through thorough research and analysis of complex legal issues
- Implemented an organized filing system which facilitated easy access to critical data when needed.

2017-08 - 2022-03 Receptionist/Legal Assistant

Borah, Goldstein, Altschuler, Nahins & Goidel, New York, NY

- Answered high-volume, multi-line telephone, directing callers to appropriate company personnel.
- Prepared legal documents, pickup and courier services for prompt delivery to clients.
- Conducted initial case inquiries and routed callers to attorneys, holdovers, warrants, non-payment department or Human Resources.
- Assisted attorneys, landlords, property management agencies and clients with existing or starting new cases.
- Completed electronic filings, initiated billing statements and managed firm administrative matters.
- Contacted clients to schedule appointments and discuss progress of cases.
- Assisted in the planning of office events and meetings, ensuring smooth execution and positive outcomes
- Reduced incoming call response time by implementing an effective call routing system
- Handled sensitive information with discretion while maintaining strict confidentiality standards
- Maintained a well-organized reception area with updated materials, contributing to a welcoming environment for visitors

Education

Associate of Arts: Liberal Arts And Sciences

SUNY Rockland - Suffern, NY