

Aliyah Cadet

Aliyah Cadet
906 N Riverside Drive
Pompano Beach, FL, 33062

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Skills

- Expert in legal drafting and document preparation
- Proficient with Florida ePortal e-filing and court procedures
- Advanced case management across multiple practice areas
- Skilled in client intake and sensitive communication
- Strong legal research and trial preparation capabilities
- Highly organized with acute attention to detail
- Discreet handling of confidential information
- Effective collaborator with excellent communication skills
- Experienced with case management software

Experience

Bodden & Bennett – Boca Raton, FL
Legal Assistant – Personal Injury
Summers & Breaks (2017–2022) | Full-Time (2023–2025)

- Supported litigation preparation, client engagement, and deposition prep
- Drafted legal documents and managed court filings in personal injury cases
- Maintained case files and coordinated with medical providers and clients

Robert J. Fenstersheib & Associates – Fort Lauderdale, FL
Case Manager – Personal Injury
2018 – 2020

- Oversaw personal injury cases from client intake through settlement
- Managed communication with clients, medical providers, and attorneys
- Ensured timely submission of medical records and legal documentation

Diviya's Law Office – Fort Lauderdale, FL
Legal Assistant – Personal Injury
June 2015 – June 2016

- Began legal career at 15, assisting with PI claim prep and administrative duties
- Drafted motions, maintained case logs, and provided general legal support

Education

Florida State University – Tallahassee, FL

Bachelor of Science in Psychology | Minor: Political Science

Graduation: December 2023

Nova High School – Davie, FL

High School Diploma ; Graduation: June 2018

Legal Shadowing

Akilah Harris, PLLC – Fort Lauderdale, FL

Legal Assistant & Shadow – Family Law

2014 – Present

- Shadowed at age 14, gaining early exposure to family law and courtroom processes
- Assisted with divorce, custody, and child support matters
- Drafted legal documents, managed hearing schedules, and offered emotional support to clients

The Law Office of Thomas Morse – Fort Lauderdale, FL

Legal Assistant – Criminal Defense

2023 – 2025

- Worked on misdemeanor and felony criminal cases including DUI and theft
- Prepared discovery, drafted motions, and assisted with courtroom documentation
- Handled filings through the Florida ePortal system and supported trial prep

Valentine Legal – Fort Lauderdale, FL

Probate Legal Assistant – Brian Valentine, Esq.

2022 – Present

- Assisted with the administration of estates and probate filings
- Drafted pleadings, tracked deadlines, and supported communication with clients and the court

Kogan Law Firm – Plantation, FL

Probate Intern – Paul Kogan, Esq.

2020 – 2021

- Gained experience in probate, wills, and guardianship law
- Conducted legal research, observed court hearings, and drafted probate filings