

Andrea Betancourt

Imperial, CA 92251

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Professional Summary

Detail-oriented individual with 5+ years experience in the criminal and traffic law seeks a paralegal position with a growing company to utilize strong work ethic plus good working knowledge of the legal system and court proceedings.

Work Experience

Paralegal

Law Office of Rafael Bustamante Laue-El Centro, CA

April 2022 to June 2025

- Assist attorney with preparation, filing and service of pleadings
- Organizing and managing documents and client files
- Maintaining Calendar
- Filing documents on PACER and in state court
- Drafting motions and letters
- Setting traffic matters for trial
- Reviewing discovery
- Conducted legal research
- Prepared case files
- Service
- Run PACER searches on all clients and look at docket entries
- Federal Panel billing
- WestLaw

Paralegal

Law Office of Diane M. Regan-El Centro, CA

February 2018 to April 2022

- Provided support as a legal assistant in a one attorney law firm specializing in state and federal criminal law
- Interviewed clients
- Maintained a heavy calendar
- Filed legal documents in both state and federal court electronically and in person
- Drafted motions
- Reviewed discovery

Education

Certificate in Paralegal Studies

National University-San Diego, CA, US

November 2020 to December 2021

High school diploma

Central Union High School-El Centro, CA, US

August 1999 to June 2003

Skills

- Bilingual
- Calendar Management
- Microsoft Office
- Trial Prep
- Criminal and Traffic Law Knowledge
- PACER
- Legal Drafting
- Proofreading
- Communication skills
- Transcription
- Client Interviews
- Legal Research
- Organizational skills
- Google Docs
- Personal Assistant Experience
- Document Management
- Document management systems
- Attention to Detail
- Adobe Acrobat
- CJA E-Voucher
- Case Management

Certifications and Licenses

Paralegal Certificate