

RICHARD PAEZ
917 NW 23rd CT, Miami, Florida 33125
Mobile Phone: (786) 907 2557 E-mail Address: rpaez@asu.edu

SUMMARY

Ambitious and driven legal professional actively applying to law school, with a strong background in legal assistance and coordination, seeking to advance my career in the legal field. With extensive experience in managing complex court calendars, preparing essential legal documents, and providing comprehensive trial support, I am eager to embrace more challenging and impactful roles beyond traditional legal assistant duties. I bring a robust work ethic and a commitment to excellence to every task. Bilingual in English and Spanish, I offer a combination of practical experience, legal research proficiency, and a strong commitment to continuous learning and professional growth. Aspiring to be a leader in the legal community, I aim to contribute significantly to a legal team while preparing for the next step in my legal career as a law student and future attorney, where I can further demonstrate my leadership capabilities.

EMPLOYMENT HISTORY

OFFICE OF THE STATE ATTORNEY, Miami, Florida Aug 2023 – Present

Trial Coordinator/Felony Division

- Coordinated homicide trial availabilities and scheduled pretrial conferences, ensuring effective management of trial schedules.
- Actively observed court proceedings, gaining valuable insights into trial processes and attorney strategies.
- Provided trial support to attorneys by preparing complaints, motions, subpoenas, orders, and other hearing and/or trial documents accurately and in proper format.
- Tracked filing, hearing, and trial dates, and scheduled depositions, conferences, and interviews, demonstrating strong organizational skills.
- Utilized a variety of office software to assist attorneys in trial preparation and presentations, showcasing technical proficiency.

OFFICE OF THE STATE ATTORNEY, Miami, Florida July 2022 – Aug 2023

Legal Assistant/Felony Division

- Assisted in the preparation of legal documents, including subpoenas, motions, and orders, enhancing the efficiency of legal proceedings.
- Managed daily court calendars, including supplemental and alias capias calendars, ensuring organized and timely court operations.
- Processed court calendar returns and meticulously organized files for easy access and management.
- Conducted extensive phone work, maintaining effective communication with the public and law enforcement personnel.
- Performed general administrative tasks such as distributing and organizing incoming/outgoing mail and maintaining databases.

SHUSTER & SABEN, LLC, Miami, Florida

August 2018 – July 2022

Legal Assistant/PIP Law

- Prepared demand letters and managed data entry, ensuring accurate case file monitoring and archiving.
- Conducted errands to courthouses and medical offices, supporting case progression and document collection.
- Maintained and organized case files, specializing in PIP Law and e-filing processes.

EDUCATION

PROSPECTIVE LAW STUDENT

Juris Doctor

ARIZONA STATE UNIVERSITY, Tempe, AZ (Online)

August 2011 – August 2013

B.A. in Political Science

MIAMI DADE COLLEGE, Miami, FL

July 2007 – August 2011

Pre-Law Studies

UNIVERSITY OF HAVANA, Havana, Cuba

2002-2004

Juris Doctor (Not Completed)

- Undertook foundational law studies in a challenging political environment.
- Demonstrated resilience and adaptability in the face of significant geopolitical barriers, including the inability to transfer credits due to the prevailing political system.

SKILLS

- Proficient in Microsoft Office Suite (Word, Outlook, PowerPoint, Excel) and Adobe Acrobat.
- Experienced with legal software: CasePro, Aderant, Hydra, CJS.
- Skilled in E-Filing (Florida Courts E-Filing Portal) and E-Filing Map.
- Effective in requesting evidence for criminal law cases (State Attorney's Office).
- Bilingual (English/Spanish); adept in legal research and drafting.
- Experienced in law office management, including calendar management for the State Attorney's Office-Felony Unit.
- Strong leadership, communication, and teamwork skills.
- Detail-oriented with a robust work ethic; proficient in digital file organization, report/document preparation, records management, and problem-solving.