



360-307-9886

trey-crowley@email.com

Seattle, WA

EDUCATION

Bachelor of Arts in Legal Studies

University of Washington

2018 - 2021

- Relevant coursework: Corporate Law, Contracts, Legal Research Methods
- GPA: 3.8/4.0

SKILLS

- Legal Research
- Document Drafting
- Litigation Support
- Data Entry
- Client Interaction

TREYWON CROWLEY

CORPORATE LEGAL ASSISTANT

PROFESSIONAL SUMMARY

Experienced Corporate Legal Assistant with 3 years of hands-on experience in providing support to corporate teams. Adept at legal document preparation, research, and database management. Strong organizational skills and ability to prioritize tasks effectively.

EXPERIENCE

- May 2021 - Now

Corporate Legal Assistant

Horizon Enterprises, Inc. / Seattle, WA

- Manage legal document preparation and filing using document management software, resulting in a 20% increase in efficiency.
- Conduct in-depth legal research using LexisNexis and Westlaw to support corporate legal team in case preparations and compliance matters.
- Coordinate executive calendars and travel arrangements, ensuring smooth scheduling for legal executives.
- Maintain and update legal databases and files, improving accessibility and organization.
- Prepare and distribute legal correspondence and reports with a high level of accuracy and attention to detail.

INTERNSHIPS

- May 2020 - December 2020

Legal Intern

Law Offices of Smith & Associates / Seattle, WA

- Assisted attorneys with drafting contracts, agreements, and court documents, resulting in a 15% reduction in turnaround time.
- Conducted thorough legal research using online databases and resources to support case preparations.
- Organized and managed legal files and documents, implementing a new filing system for improved efficiency.