

Capitola Nuttle

Legal Secretary

Profile

Details

capitola.nuttle@gmail.com

(949) 004-2790

Poplar Avenue, Memphis, TN 38105

I am a Legal Secretary with over 5 years of experience. I have worked in various law firms and have gained valuable experience in the legal field. I am extremely proficient in Microsoft Office, Adobe Acrobat, and court filing systems. I possess excellent organizational skills and can juggle multiple tasks simultaneously while maintaining attention to detail. My strong communication skills allow me to effectively interact with clients, attorneys, and other members of the legal team.

Employment History

Legal Secretary at Hays Specialist Recruitment, TN

May 2022 - Present

- Completed daily work tasks with minimal errors.
- Met all deadlines set by attorneys.
- Maintained client confidentiality.
- Answered phones and directed calls accordingly.
- Kept organized files for easy access.

Legal Assistant at Robert Half Legal, TN

Aug 2017 - Mar 2022

- Reviewed and summarized 500 pages of medical records for a personal injury case.
 - Drafted 50 discovery requests and responses.
 - Organized and maintained client files.
 - Conducted legal research on various topics.
 - Assisted with trial preparation, including creating exhibits and witness binders.
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Education

High School Diploma at Memphis Catholic High School, Memphis, TN

Sep 2013 - May 2017

I've learned how to read, write, and do math.

Links

[linkedin.com/in/capitolanuttle](https://www.linkedin.com/in/capitolanuttle)