

# Jinger Butland

Paralegal

## Profile

I am a paralegal with over three years of experience. I have worked on both criminal and civil cases, and have gained a strong understanding of the law. I am excellent at research and writing legal documents, and have superb organizational skills. My clients always come first, and I strive to provide them with the best possible service.

## Employment History

### Paralegal at California Rural Legal Assistance, Inc., CA

Mar 2022 - Present

- Negotiated a \$100,000 settlement in a personal injury case.
- Drafted and filed over 500 documents in various civil and criminal cases.
- Researched and wrote over 50 legal briefs for attorneys.
- Organized and managed document production in a major antitrust case.
- Conducted more than 100 interviews with witnesses in various cases.

### Paralegal Assistant at Legal Aid Society of San Diego, CA

Jul 2019 - Jan 2022

- Assisted in drafting and filing over 100 motions for the litigation team.
- Researched and compiled data for discovery purposes in over 50 cases.
- Managed and organized files for all active litigation cases.
- Monitored deadlines and calendars for all attorneys and paralegals on the team.
- Assisted in trial prep for 5 major cases.

## Certificates

### Certified Paralegal (CP)

Feb 2021

### Registered Paralegal (RP)

Jan 2020

## Memberships

American Association for Paralegal Education

American Bar Association

✉ [jinger.butland@gmail.com](mailto:jinger.butland@gmail.com)

☎ (179) 037-1171

📍 W Cypress Ave, Los Angeles, CA 90065

## Education

### Associate's Degree in Paralegal Studies at University of California, Berkeley

Aug 2014 - May 2019

I have learned how to research and write legal documents, as well as how to communicate effectively with clients and other legal professionals.

## Links

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

## Skills

Legal research

Writing legal briefs

Drafting pleadings and discovery requests

Conducting client interviews

Organizing case files

Assisting with trial preparation

## Languages

English

Bengali