

# Ariya Harmon

## Paralegal II, Special Assault Unit

📞 (253) 555-4682

✉️ ariya.harmon@example.com

🌐 linkedin.com/example/ariyaharmon

📍 Tacoma, WA 98402

### STRENGTHS

- 📌 **Trial readiness**  
Kept calendars, exhibits, witnesses, and filings aligned under short deadlines. Colleagues relied on calm follow through.
- 📁 **Discovery control**  
Built orderly productions from high volume records. A careful indexing habit made later review far easier.
- 🗣️ **Sensitive communication**  
Handled victims, witnesses, and justice partners with discretion. A steady tone helped difficult conversations stay productive.
- ♥️ **Evidence processing**  
Turned audio, video, and documents into usable exhibits. Teams often sought help with difficult file preparation.
- 👁️ **Case visibility**  
Maintained clear status records across deadlines and stakeholders. Small updates prevented larger surprises during trial preparation.

### SKILLS

Criminal litigation Trial preparation

Discovery management PbK

Bates stamping E filing

Subpoenas Witness coordination

Evidence.com Adobe Acrobat Pro

Audacity Shotcut Microsoft Excel

Microsoft Word Confidentiality

### LANGUAGES

English Native

Spanish Intermediate

### SUMMARY

Criminal litigation paralegal with six years supporting trial intensive felony matters, sensitive records, and fast moving prosecution teams. Coordinates **trial preparation, legal document processing**, electronic filing, subpoenas, exhibits, witness communication, interviews, testimony, travel, transcripts, and jail call materials. Manages high volume discovery through indexing, scanning, Bates stamping, redaction, quality review, and controlled dissemination. Maintains accurate **Prosecutor by Karpel** records and caseload visibility while working with attorneys, courts, law enforcement, victims, witnesses, agencies, and defense representatives. Uses **Adobe Acrobat Pro**, Evidence.com, Audacity, Shotcut, and Microsoft Office applications for evidence and case administration. Brings sound criminal procedure knowledge, discretion, judgment, organized follow through, and calm communication to sensitive felony prosecution work.

### EXPERIENCE

#### Senior Criminal Litigation Paralegal

Soundview Prosecutorial Support 📅 February 2024 - Present 📍 Tacoma, WA

Leads trial support and case administration for sensitive felony matters, managing discovery, witnesses, evidence, deadlines, and Prosecutor by Karpel records across active prosecution calendars.

- Coordinated felony trial calendars, witness status, exhibits, discovery milestones, and **Prosecutor by Karpel** records.
- Produced high volume discovery through indexing, scanning, **Bates stamping**, redaction, review, and controlled dissemination.
- Prepared subpoenas, legal documents, **witness correspondence**, and electronic filings while tracking court deadlines.
- Processed exhibits, audio, video, and documents with **Adobe Acrobat Pro**, Evidence.com, Audacity, and Shotcut.
- Coordinated **witness interviews**, testimony, transcripts, jail call materials, and approved travel logistics.
- Protected confidential records while communicating with attorneys, courts, law enforcement, victims, witnesses, and agencies.

#### Criminal Case Paralegal

Puget Legal Operations Group 📅 July 2022 - January 2024 📍 Seattle, WA

Supported criminal litigation operations across trial preparation, discovery production, witness coordination, evidence processing, and deadline control for sensitive felony caseloads.

- Organized felony trial preparation through calendar control, witness tracking, exhibit preparation, and case record updates.
- Built **discovery** productions with **indexing**, scanning, Bates stamping, redaction, quality checks, and dissemination logs.
- Prepared **subpoenas**, legal documents, witness correspondence, and electronic filings for time sensitive court matters.
- Created trial **exhibits** and processed evidence using **Adobe Acrobat Pro**, Evidence.com, Audacity, and Shotcut.
- Tracked transcripts and jail call materials while coordinating interviews, testimony, and approved **witness travel**.
- Communicated discreetly with prosecutors, courts, law enforcement, victims, witnesses, agencies, and defense representatives.

#### Legal Assistant

Northwest Justice Support Center 📅 September 2020 - June 2022 📍 Olympia, WA

Provided supervised criminal case administration for felony litigation, supporting document processing, discovery organization, witness logistics, evidence preparation, and confidential stakeholder communication.

## MY CAREER



● Senior Criminal Litigation Paralegal at Soundview Prosecutorial Support (2.6 Years)

● Criminal Case Paralegal at Puget Legal Operations Group (1.5 Years)

● Legal Assistant at Northwest Justice Support Center (1.8 Years)

- Maintained case calendars, witness status, discovery milestones, exhibits, and **Prosecutor by Karpel** records.
- Organized discovery through **scanning**, indexing, Bates stamping, **redaction**, quality review, and dissemination documentation.
- Prepared legal documents, subpoenas, witness letters, and electronic filings while monitoring procedural deadlines.
- Processed audio, video, and documents with **Adobe Acrobat Pro**, Evidence.com, Audacity, and **Shotcut**.
- Supported witness interviews, **testimony** scheduling, transcript tracking, jail call coordination, and travel arrangements.
- Handled confidential information during communication with attorneys, courts, law enforcement, victims, witnesses, and agencies.

## PROJECTS

### Felony Discovery Control Initiative 📅 2024

Improved discovery control by combining indexing, Bates stamping, redaction review, dissemination records, and organized electronic evidence workflows.

### Trial Evidence Preparation Workflow 📅 2023

Created a consistent exhibit workflow using Adobe Acrobat Pro, Evidence.com, Audacity, and Shotcut for courtroom readiness.

## LEADERSHIP & AWARDS

- NALA Certified Paralegal recognition, earned 2023 after sustained criminal litigation support and professional development.
- Microsoft Office Specialist Associate credential, earned 2021 through demonstrated proficiency with core office applications.

## EDUCATION

### Associate of Applied Science in Paralegal Studies

Tacoma Community College 🎓 GPA: 3.5 📅 2020 📍 Tacoma, WA

**Coursework:** Criminal law, legal research, civil procedure, legal writing

## CERTIFICATIONS

- NALA Certified Paralegal (CP) 📅 2023
- Microsoft Office Specialist: Associate 📅 2021

## TECHNICAL SKILLS

- **Case Management Systems:** Prosecutor by Karpel, Evidence.com, Microsoft OneNote
- **Document Processing:** Adobe Acrobat Pro, Microsoft Word, Microsoft OneDrive
- **Office Productivity:** Microsoft Excel, Microsoft Outlook, Microsoft Office
- **Media Processing:** Audacity, Shotcut, audio editing
- **Discovery Management:** Indexing, scanning, Bates stamping
- **Document Security:** Redaction, confidentiality, controlled dissemination
- **Court Filing:** Electronic filing, subpoenas, legal documents
- **Trial Support:** Exhibits, courtroom setup, witness testimony
- **Criminal Procedure:** Criminal law, court procedures, legal terminology
- **Case Coordination:** Transcripts, jail calls, witness interviews

## PROFESSIONAL AFFILIATIONS

- NALA professional community, connected through paralegal standards, continuing education, and ethical legal support.
- Washington legal services community, contributing practical case administration and respectful communication across justice system partners.

## ADDITIONAL INFORMATION

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**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

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AVAILABLE ON REQUEST