

Heidi Parrish

Paralegal, Municipal Civil Matters

📞 573-555-7421 ✉️ heidi.parrish@example.com

🌐 linkedin.com/example/heidiparrish 📍 Columbia, MO 65201

STRENGTHS

- 🔍 **Research clarity**
A difficult ordinance question became a concise research summary, giving counsel a practical path for next steps.
- 📁 **Case organization**
Hearing preparation runs smoother after exhibits, deadlines, and source records are arranged for quick attorney access.
- 🗣️ **Public service**
Citizen questions receive calm, plain language responses, helping people understand ordinance processes without adding confusion.
- ✅ **Document accuracy**
Careful review has caught discrepancies before handoff, protecting file quality and strengthening attorney confidence.
- 📅 **Deadline control**
Competing filings stay visible through organized calendars and follow ups, so important work keeps moving.
- 👤 **Trial support**
Preparing exhibits and case summaries before hearings gives attorneys a cleaner record and steadier courtroom support.

SKILLS

Legal research Legal writing

Civil procedure

Municipal ordinances

Litigation support Trial preparation

Hearing preparation

Contract review Document review

Case management

Citizen complaints

SUMMARY

Paralegal with four years of experience supporting municipal, civil, litigation, and transactional matters through **legal research**, document preparation, case organization, and hearing support. Researches statutes, ordinances, procedural rules, and case law, then turns findings into clear summaries for attorney review. Prepares contracts, pleadings, exhibits, case files, and routine litigation materials with careful document control. Supports jury and nonjury trials, hearings, **citizen complaints**, and public information requests with calm, respectful communication. Types above 50 words per minute and manages competing deadlines without losing accuracy. Works closely with attorneys, court personnel, **public facing staff**, and citizens. Brings practical knowledge of civil procedure, legal ethics, municipal operations, and **litigation support**, with a clear focus on dependable service and organized legal work.

EXPERIENCE

Paralegal, Municipal Legal Services

Mid Missouri Municipal Counsel 📅 July 2024 - Present 📍 Columbia, Missouri

Supports municipal civil matters, **ordinance prosecution**, litigation preparation, legal research, contract review, and public facing case communication. Maintains organized records, tracks deadlines, prepares materials for attorney review, and supports hearings with accurate, traceable work.

- Researched municipal ordinances and **procedural rules**, giving attorneys concise findings for active **civil matters**.
- Prepared hearing files, exhibits, and case summaries, helping attorneys enter proceedings with organized records.
- Reviewed contracts and **legal documents**, flagging discrepancies before **attorney review** and final routing.
- Maintained deadline calendars and case records, keeping litigation activity traceable through each handoff.
- Supported citizen complaints and **public information** requests, communicating clearly about ordinance related processes.
- Verified completed filings and supporting documents against applicable requirements before closeout or submission.

Legal Assistant and Paralegal, Litigation Support

Boone Legal Services Group 📅 September 2022 - June 2024 📍 Jefferson City, Missouri

Provided **paralegal** and legal assistant support for civil litigation and transactional files. Conducted **legal research**, prepared routine documents, organized discovery and exhibits, and communicated with attorneys, court personnel, clients, and public facing contacts.

- Collected case records and summarized relevant facts, giving attorneys a clearer starting point for review.
- Drafted routine litigation materials and correspondence, keeping files moving during competing deadlines.
- Organized discovery documents and exhibits, making hearing preparation easier for supervising attorneys.
- Researched **case law** and legal procedures, presenting useful authorities in concise written memoranda.
- Updated **case management** records and calendars, reducing missed follow ups across active matters.
- Communicated with clients and **court personnel**, resolving routine questions before escalation to attorneys.

PROJECTS

Municipal Ordinance Case File System 📅 2025

Public information Legal ethics

Accurate typing

Deadline management

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Paralegal, Municipal Legal Services at Mid Missouri Municipal Counsel (2.2 Years)

● Legal Assistant and Paralegal, Litigation Support at Boone Legal Services Group (1.8 Years)

Created an organized case file structure for ordinance matters, combining research notes, exhibits, deadlines, correspondence, and hearing materials for faster attorney review.

Civil Contract Review Archive 📅 2024

Built a searchable contract review archive with summaries and source records, helping preserve document history and support consistent attorney analysis.

LEADERSHIP & AWARDS

- Recognized by supervising attorneys for accurate legal research and dependable case file organization.
- Commended for maintaining clear communication during citizen complaint and public information interactions.

EDUCATION

Bachelor's Degree in Legal Studies

University of Central Missouri 🎓 GPA: 4.0 📅 2022 📍 Warrensburg, Missouri

Coursework: *Civil trial procedures, legal research and writing, ethics, introduction to law*

CERTIFICATIONS

- Missouri Driver's License 📅 2026
- Advanced Legal Research, University Continuing Education 📅 2025

TECHNICAL SKILLS

- **Legal Research:** Statutes, Ordinances, Case law
- **Legal Writing:** Research memoranda, Summaries, Correspondence
- **Civil Litigation:** Pleadings, Discovery, Motions
- **Trial Preparation:** Jury trials, Nonjury hearings, Exhibits
- **Contract Support:** Contract review, Summaries, Document comparison
- **Case Administration:** Calendars, File indexing, Deadline tracking
- **Document Management:** Records organization, Version control, Document review
- **Municipal Law:** Ordinance prosecution, Civil matters, Citizen complaints
- **Public Information:** Information requests, Public inquiries, Response records
- **Office Applications:** Microsoft Word, Microsoft Outlook, Microsoft Excel
- **Court Coordination:** Court personnel, Filing procedures, Hearing logistics
- **Typing and Quality Control:** 50 WPM typing, Proofreading, Accuracy checks

PROFESSIONAL AFFILIATIONS

- Legal Studies alumni community, University of Central Missouri
- Missouri legal services and municipal law professional community

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST