



Nicole De La Torre

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PROFESSIONAL SUMMARY

Paralegal motivated to continually improve and extend personal skills and knowledge to attain increased responsibility and opportunities for professional growth.

SKILLS

- Legal Jargon Knowledge
- Proficient in MS Office
- Exhibit Preparation
- Office Administration
- Case Management
- Document Drafting
- Court Filing

WORK HISTORY

PARALEGAL

04/2008 to CURRENT

Chrislip & Hervatin, LLP | Santa Ana

- Schedule and send notice for hearings, depositions and cross-examinations.
- E-filing court documents.
- I am also a hearing representative and would help the Attorney with hearings when her calendar was heavy.
- Interview and train new hires.
- Schedule client's to meet with the Attorney for new intakes or settlements.
- Speak to client's on a daily basis and explain their case status and answer any questions they may have.
- Schedule medical appointments.

EDUCATION

High School Diploma
Villa Park, Orange, CA

05/2007