

# CAROLYN BULLION

Family Law Paralegal

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United States, Los Angeles, CA, 2237   
Brannon Street, 90071

## PROFESSIONAL SUMMARY

Experienced and dedicated Family Law Paralegal with a proven track record of providing exceptional support to attorneys in a variety of family law matters. Committed to upholding the highest standards of professionalism and confidentiality while assisting clients through challenging legal processes.

## EDUCATION

2009 - 2013

### Bachelor of Arts in Legal Studies

University of California / United States, Los Angeles

## SKILLS

- |                      |        |
|----------------------|--------|
| • Contract Review    | Expert |
| • Litigation Support | Expert |
| • Legal Writing      | Expert |
| • Fact-Finding       | Expert |
| • Drafting Pleadings | Expert |

## HOBBIES

- Backpacking
- Zumba

## AWARDS

- Certified Paralegal Champion Award, NALA (2022)

## PERSONAL INFO

- Driving licence: A, B

## EXPERIENCE

2021 - Now

### Senior Family Law Paralegal

#### Lawson & Associates / United States, Los Angeles, CA

- Lead paralegal responsible for managing a high-volume caseload of complex family law matters.
- Conduct comprehensive legal research and analysis to support case strategies and arguments.
- Draft and prepare a wide range of legal documents, including petitions, responses, motions, and settlement agreements.

2013 - 2021

### Family Law Paralegal

#### Garcia Law / United States, Los Angeles, CA

- Provided exceptional support to attorneys in divorce, child custody, and spousal support cases.
- Drafted and filed legal documents, including pleadings, discovery requests, and responses, with accuracy and efficiency.
- Assisted attorneys in trial preparation, including organizing exhibits, preparing witnesses, and managing trial notebooks.

## CERTIFICATIONS

2020 - Now

### Advanced Paralegal Certification (APC)

#### United States, NALA