


BERNARDO VILLANUEVA

Case Assistant

CONTACT

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Palo Alto, CA 

[LinkedIn](#) 

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EDUCATION

Bachelor of Arts

English

Stanford University

2016 - 2020

Stanford, CA

*Community Service and Civic
Engagement, Gold Medal
Recognition*

SKILLS

Attention to Detail

Legal Jargon

Compassion

Active Listening

Organization

Multitasking

Interpersonal Skills and

Communication

Fact-Checking

CERTIFICATIONS

Certified Case Assistant (CCA)

CAREER OBJECTIVE

2020 Stanford graduate with a background in social justice and case assistance. Searching for a role as a Full-Time Case Assistant with Bay Area Justice Project, where my passion for humanitarian work and skills in legal documentation can help underserved community members access legal aid.

WORK EXPERIENCE

Case Assistant Intern

Legal Ease, LLC

July 2019 - current / Stanford, CA

- Collaborated with JD's in preparing 500+ cases for litigation
- Drafted 15+ types of legal documents for a team of 8 lawyers
- Conducted background research, including fact-checking and case file preparation for 4+ clients at any given time
- Established e-filing record systems, reducing the likelihood of missing records and improving the speed of preparation by 19%
- Connected with clients, established trust with Legal Ease and helped attain 30+ 5-star Google reviews

PROJECTS

Bay Area Justice Project

Volunteer

2017 - current

- Established database to identify perpetrators in lawsuits, resulting in the disbarment 4+ bad-actor lawyers
- Volunteered at 8+ tabling events, signing on 100+ new volunteers, and spreading awareness of pro-bono services
- Collaborated with 2 lawyers on the Homeless Representation Initiative in 2019
- Mastered Canva to craft 30+ social media posts, posters, and flyers that helped spread knowledge of BAJP services
- Directed legal advocacy program, hiring 10+ certified advocates to advise on legal rights, and domestic abuse complaints
- Filmed documentary on the humanitarian crisis in the Bay Area, collaborating with 400+ victims of crime
- Created database for 40+ potential legal action cases, organizing information in detail