





Christopher Wright

Legal Assistant

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Morgantown, WV 
[LinkedIn](#) 

Aspiring legal assistant with paralegal trainee experience and proven ability to organize accurate legal files, aiming to provide high-level assistance at Leslie and Mason.

Work Experience

Bowles Rice LLP – Paralegal Trainee

2018 - current

Morgantown, WV

- Drafted and proofread 283+ legal documents with HotDocs, **maintaining a 96.9% accuracy rate in adding client information.**
- Streamlined e-signing of multiple legal agreements by integrating Adobe Sign in the main system, reducing contract turnaround time by 67%.
- Created and presented 24 detailed reports and case analyses using Lex Machina, 19 of which led to successful case outcomes.
- Leveraged Westlaw to help senior attorneys conduct legal research, lowering research time by 41%.

Campbell Woods, PLLC – Receptionist

2017 - 2018

Morgantown, WV

- Managed all front desk operations, gaining a satisfaction rating of 4.6/5.
- Led the implementation of LEDESConvert, reducing billing errors by 22%.
- Organized document management in NetDocuments, **reducing retrieval by 19%.**
- Held regular training sessions for colleagues on the efficient use of MyCase and other law tools.

Texas Roadhouse – Busser

2014 - 2017

Triadelphia, WV

- Maintained a clean dining area during working hours and served 142+ guests daily.
- Protected all co-workers' passwords for their employee accounts using LastPass, **contributing to a 98.6% security compliance record.**
- Provided timely service during peak dining hours, reducing customer wait times by 31%.
- Identified maintenance issues, helping Texas Roadhouse be compliant with state regulations.

Education

American Public University System – Associate of Science, Paralegal Studies

2012 - 2014

Charles Town, WV

Skills

NetDocuments; Westlaw; MyCase; LEDESConvert; Relativity; Microsoft Teams; HotDocs; Lex Machina; LastPass; Adobe Sign