




ASHLEY DOYLE

Personal Injury Legal Assistant

CONTACT

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Houston, TX 
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CAREER OBJECTIVE

Skilled personal injury legal assistant with 4+ years of job-specific experience and 5 years in management. My unique background in management, administration, and law provide the foundation to increase efficiency and improve organization at Martinez Injury Counsel.

EDUCATION

High school diploma
Carnegie Vanguard High
School
2007 - 2011
Houston, TX

SKILLS

Administrative Support
Detail Oriented
Microsoft Powerpoint
Scheduling
Record Keeping

WORK EXPERIENCE

Personal Injury Legal Assistant

Judd Shaw Inquiry Law

2019 - current / Houston, TX

- Collaborated with medical consultants to provide insight into complicated patient records, and injury distinction, improving the likelihood of successful case outcomes by 20%
- Handled 10+ types of documentation, including pleadings, motions, briefs, and patient records
- Provided basic medical research, including determining standard rates for medical procedures, order of events, and pre-existing condition status
- Communicated with 200+ clients per year, receiving 98% positive reviews for responsiveness, sensitivity, and clarity of communication
- Minimized client invoicing disputes by providing detailed descriptions of services in billing requests, saving the firm 5+ hours weekly

Personal Injury Legal Assistant

Herbert Lawrence LLC

2016 - 2019 / Houston, TX

- Launched initial research into potential cases, investigating 8+ avenues including degree of injury, preexisting condition, and local legislature
- Mentored 3 new legal assistants and paralegals, ensuring successful transitioning to the pace of litigation work
- Identified filing, timekeeping, billing, and firm management inefficiencies, introducing software that saved 80+ weekly hours
- Investigated client claims, consulting physicians as needed to assess insurance compensation

Office Manager

Klarna

2011 - 2016 / Houston, TX

- Provided administrative oversight for a team of 45 employees and contractors
- Interviewed, hired, and directed third party custodial and maintenance services to clean and service the office space
- Collaborated with supply vendors, ensuring supplies were available for 25 employees
- Fostered comradery by organizing bouldering, hiking, and laser tag events that reduced employee turnover by 30%