

ALYSSA ALYANNA GANGOSO, CPA



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OBJECTIVES

Seeking a position as a Paralegal Virtual Assistant where I can leverage my experience in legal research, writing, and case management to contribute to the success of a law firm or legal department in a remote capacity.

EDUCATION

University of Saint La Salle

2017 Bachelor of Science in Accountancy

EXPERIENCE

Maghari & Associates Legal Taxation and Accounting Consultancy

Firm | Bacolod City, Philippines

Paralegal February 2022 – February 2023

1. **Legal Research:** conduct research on legal issues, statutes, regulations, and case law to support attorneys in case preparation, strategy development, and decision-making.
2. **Document Preparation:** draft and prepare legal documents such as pleadings, motions, contracts, briefs, and other legal correspondence under attorney supervision. This includes formatting, proofreading, and ensuring accuracy and compliance with relevant legal requirements.
3. **Case Management:** assist in managing cases by organizing and maintaining case files, tracking deadlines, scheduling appointments, and maintaining communication with clients, witnesses, and opposing counsel.

4. **Investigation:** conduct investigations and gather information through interviews, document review, and other means, including but not limited to financial documents, to support legal proceedings or negotiations.
5. **Trial Preparation:** help prepare for trials by organizing evidence, coordinating witnesses, preparing trial exhibits, and assisting with courtroom logistics.
6. **Client Communication:** serve as a point of contact for clients, answering questions, providing updates on case status, and relaying information between clients and attorneys.
7. **Legal Administration:** handle administrative tasks such as billing, timekeeping, file management, and maintaining legal databases and records.
10. **Continuing Education:** engage in ongoing professional development to stay current with changes in laws, regulations, and legal technologies, including but not limited to attendance in seminars and submission of reports of said seminars to attorneys.

Lesch & Lesch, P.C. | 860 Grand Concourse, Bronx, New York 10451

Paralegal February 2023 – March 2024

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6. **Client Communication:** serve as a point of contact for clients, answering questions, providing updates on case status, and relaying information between clients and attorneys.
7. **Legal Administration:** handle administrative tasks such as billing, timekeeping, tracking of case and firm calendar, file management, and maintaining legal databases and records, which included over 900 case for the whole office and over 200 cases, primarily heavy cases, for specific team.
8. **Continuing Education:** stay up to date with legal proceedings, part rules, and ensure standard operating procedure is up to date with current requirements.

Clinical Legal Education Program

Internship with Level 2 Certification June 2022 – June 2023

1. *Interview prospective clients*
2. *Give legal advice to the client*
3. *Negotiate for and on behalf of the client;*
4. *Draft legal documents such as affidavits, compromise agreements, contracts, demand letter, position papers, and the like;*
5. *Represent eligible parties before quasi-judicial or administrative bodies;*
6. *Provide public legal orientation;*
7. *Assist in public interest advocacies for policy formulation and implementation;*
8. *Assist in the taking of depositions and/or preparing judicial affidavits of witnesses;*
9. *Appear on behalf of the client at any stage of the proceedings or trial, before any court, quasi-judicial or administrative body;*
10. *In criminal cases, subject to the provisions of Section 5, Rule 110 of the Rules of Court, to appear on behalf of a government agency in the prosecution of criminal actions; and*
11. *In appealed cases, to prepare the pleadings required in the case.*

SKILLS

- **Legal Research:** Proficiency in conducting comprehensive legal research using various resources such as online databases, statutes, regulations, and case law to gather relevant information for cases.
- **Case Management:** Ability to efficiently manage case files, including organizing documents, tracking deadlines, and ensuring compliance with court requirements.
- **Document Preparation:** Experience in drafting and preparing legal documents, pleadings, motions, contracts, and briefs with a keen attention to detail and accuracy.
- **Evidence Gathering:** Deep understanding of case needs and evidence requirements, with the ability to identify, collect, and analyze pertinent evidence to support case strategies effectively.
- **Analytical Skills:** Strong analytical skills acquired from an accounting degree, enabling me to assess complex financial documents, transactions, and records relevant to legal cases.
- **Auditing Skills:** Proficiency in auditing documents and files to ensure accuracy, completeness, and compliance with legal standards, leveraging auditing techniques from your accounting background.
- **Communication:** Excellent written and verbal communication skills to effectively communicate with attorneys, clients, witnesses, and other stakeholders, providing updates, explanations, and instructions as needed.
- **Organization:** Exceptional organizational skills to manage multiple tasks and priorities simultaneously, maintain meticulous records, and keep track of deadlines and appointments.
- **Problem-Solving:** Strong problem-solving abilities to identify issues, propose solutions, and make sound decisions under pressure in fast-paced legal environments.
- **Adaptability:** Flexibility and adaptability to navigate changing priorities, work independently or as part of a team, and adjust to the unique needs of different cases and attorneys.

- **Software Proficiency:** Proficient in legal software and technology tools including but not limited to: Adobe Acrobat, Microsoft Outlook, CloudLex, NYSCEF, Docsmit, Docusign, Sangoma, and Microsoft Office Suite (Word, Excel, PowerPoint).