

# FLORENCE MARIE A. JOSE

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## PROFESSIONAL SUMMARY

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Detail-oriented Legal Assistant with over two years of experience providing litigation and administrative support in legal aid and private law firm settings. Experienced in drafting legal documents, managing case files, conducting legal research, reviewing supporting documentation and evidence for legal submissions, and coordinating documentation for civil and criminal matters. Proficient in Microsoft Office, Google Workspace, and cloud-based case management systems. Recognized for strong analytical skills, accuracy in legal documentation, and the ability to manage multiple cases and deadlines in fast-paced legal environments.

## WORK EXPERIENCE

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**Legal Assistant - Litigation Support** **September 2024 – Present**  
Cañero, Manalo, Mateo & Partners / Mateo Law Office

- Provide litigation and administrative support to lawyers handling civil and criminal cases.
- Draft legal documents including motions, pleadings, case summaries, and legal correspondence.
- Maintain organised electronic and physical case files to ensure proper documentation and accessibility.
- Conduct legal research on laws, jurisprudence, and regulations to assist in case preparation.
- Coordinate with lawyers and court staff to ensure timely preparation and submission of legal documents.
- Monitor case records and filing systems to ensure accurate documentation and efficient case management.
- Assist in preparing supporting documents and materials for court proceedings and legal submissions.

**Legal Intern** **July 2022 – August 2022**  
Laoag City Ilocos Norte District Office - Public Attorney's Office

- Drafted affidavits, motions, and legal correspondence for administrative, civil, and criminal matters.
- Conducted legal research on relevant legislation, regulations, and jurisprudence to support matters before Regional and Municipal Trial Courts.
- Assisted prosecutors and lawyers in preparing case documentation and supporting evidence
- Organised case exhibits, supporting documents, and evidence files for court hearings.
- Maintained accurate electronic and physical legal records to support efficient administrative processes.

**Law Student Practitioner** **August 2022 – June 2023**  
Lyceum Office of the Legal Aid (LOLA)

- Conducted client interviews and fact-finding to support legal case preparation for indigent clients.
- Drafted pleadings, affidavits, and legal documentation submitted to trial courts.
- Assisted in trial preparation, including document review, evidence organisation, and file management.
- Maintained organized digital and physical case records to ensure accurate documentation and accessibility

## EDUCATION

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**Juris Doctor** **August 2018 – June 2021**  
Far Eastern University – Makati **August 2021 – June 2023**  
Lyceum of the Philippines University

**Bachelor of Arts in Language and Literature** **August 2013 – June 2017**  
University of the Philippines – Baguio

## SKILLS

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### TECHNICAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Drive)
- Zoom, Microsoft Teams, Google Meet
- Adobe Acrobat
- Legal research databases and AI-assisted research tools
- Electronic and cloud-based document management

### CORE COMPETENCIES

- Case and document management
- Legal research and drafting
- Litigation support
- Calendar and deadline tracking
- Professional correspondence
- Data organization and reporting
- Attention to detail and accuracy
- Critical thinking and problem solving
- Team collaboration and independent work