JAN KRISTELLE BARLAAN

Licensed Lawyer in the Philippines | Former Virtual Paralegal

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WORK EXPERIENCE

Legal Virtual Assistant | August 2023 - July 2025

- Case Management on phone and online application for clients pursuing Social Security Disability (SSA) benefits, ensuring accurate intake and case preparation.
- Drafted, prepared, and filed SSA disability appeals, supporting attorneys in advancing claims and maintaining timely compliance with agency procedures.
- Requested and organized medical records from healthcare providers, ensuring timely receipt of evidence and adherence to HIPAA and confidentiality standards.
- Prepared and filed UPS shipping labels and other logistical documentation to facilitate timely submission of case materials.
- Provided comprehensive administrative and legal support to attorneys and paralegals, contributing to efficient case management and positive client outcomes.

Legal Staff - onsite | June 2021 - June 2023

- Administrative and Clerical Duties
  - Maintained continuous and professional communication with clients to facilitate document flow and case updates.
  - Ensured records and documents are organized and updated
- Legal Research
  - Jurisprudence analysis
  - Keeping abreast of current laws and case laws
- Conducted Legal Writing, which contributed to the benefit of the case of the clients
  Assisted in drafting legal documents to aid the workload of the attorneys, such as:
  - Affidavits
  - Compromise agreements
  - Contracts
  - Position paper (Labor Case)
  - Deeds
  - Motions
  - Demand letters

Freelance legal document writer | 2022 - present

- Drafted:
  - A By-laws for a school football club
  - Deed of Sale
  - Contract to Sell
  - Affidavit
    - Loss
    - Answer to a criminal complaint
    - Undertaking Shariah Divorce proceedings

Election Paralegal | May 2022

- Legal assistance to a political party
  - ensuring the party's compliance with election laws and protecting its candidates' interests
- Assisted in drafting and reviewing the candidate's Certificates of Nomination and Acceptance

CERTIFICATIONS

- **RA 1080 - Bar Passer**
  - Admitted to the Bar; Supreme Court of the Philippines
- **Civil Service**
  - Professional Eligibility

EDUCATION

Juris Doctor | 2025 - graduated
Rizal Memorial Colleges, Inc.

Bachelor of Arts in Political Science | 2018 - graduated
Ateneo de Davao University