

AMINAH K. MUSTAFAA

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EDUCATION

University of Phoenix– Chicago, IL **February 2015**
Graduate Project Management Certificate

Roosevelt University– Chicago, IL **January 2012**
ABA-Approved Post Baccalaureate Paralegal Studies Program
Paralegal Certificate with Honors

Chicago State University – Chicago, IL **December 2004**
Bachelor of Science, Business and Administration

WORK EXPERIENCE

Garrett and Associates – Memphis, TN **January 2014 – May 2015**
Paralegal & Office Manager

- Interview clients; assist on jail visits; attend plea offer meetings with Prosecutors
- Assist with trial preparations; discovery review; witness preparation; court filings; e-filing
- Perform legal and factual investigation and research; order medical records; create case status reports
- Prepare pleadings; draft memos, notices, motions, affidavits, wills, etc. under attorney supervision
- Schedule depositions; calendaring tasks
- Create advertising material and tracking processes; facilitate firm operations

Tetzlaff Law Offices, LLC – Chicago, IL **June 2012 – December 2013**
Paralegal & Office Manager

- Performed legal and factual investigation and research; data analysis, organized discovery submittals
- Prepared pleadings; drafted memos, notices, motions, affidavits, etc. under attorney supervision
- File court documents; including e-filing; service list distribution
- Oversaw client file management; ;file docketing; calendaring deadlines
- Managed all client billing activities; ensured Attorney timekeeper compliance with billing guidelines
- Maintained office insurance policies and firm licensing requirements; prepared income/expense reports
- Scheduled meetings and coordinated travel arrangements; maintained multiple attorney calendars

Mintel Group Ltd. – Chicago, IL **September – December 2011**
Paralegal Intern

- Analyzed contracts and provided legal review comments under supervision of the General Counsel
- Captured legal contract data using online management tools, tracking compliance and insurance renewals
- Managed online Copyright registration processes of literary works and compiled digital samples

James McHugh Construction Company – Chicago, IL **May 2005 – June 2010**
Project Engineer/Project Assistant

- Managed administrative tasks (change orders); assisted with blueprint reproduction and bid requests
- Maintained effective and positive communication with architects, owners, subcontractors, and vendors
- Performed construction takeoffs and analyzed cost proposals for design team presentation and approval
- Prepared subcontractor agreements, supplier purchase orders, and weekly and monthly meeting minutes
- Processed subcontractor and vendor submittals for architect/owner approval; tracked approvals
- Created digital archiving systems; tracked large volumes of architectural and structural design changes
- Escorted parties on site inspections; coordinated punch list work, compliance, and follow-up
- Arranged events and meetings; coordinated travel itineraries; managed schedules and generated reports