JULIAN MERCER

LEGAL ASSISTANT

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PROFESSIONAL SUMMARY

Legal Assistant with 5+ years providing administrative and document support to attorneys at leading law firms. Organised, discreet, and fast with calendars, filings, and client communication, so attorneys can spend more time on legal work.

PROFESSIONAL EXPERIENCE

Legal Assistant Feb 2022 - Present
Cooley LLP, Palo Alto, CA

- Provide administrative support to three partners and four associates on emerging-company and venture financing matters.
- Manage complex calendars, client calls, and travel for attorneys, resolving conflicts quickly and keeping meetings on schedule.
- Format and proofread agreements, board consents, and correspondence, maintaining firm templates and consistent style.
- Assemble closing binders and electronic closing sets for about 70 financings a year, checking signature pages against checklists.
- Open new matters, run conflict-check requests, and track billing codes, helping the team submit time entries before monthly deadlines.
- Maintain the document management system with consistent naming and folder structure, cutting search time for attorneys.
- Trained four new legal assistants on firm templates, filing portals, and closing procedures, shortening their onboarding to about two weeks.

Legal Secretary Jan 2021 - Jan 2022
Wilson Sonsini Goodrich & Rosati, Palo Alto, CA

- Supported two partners in the corporate group with document preparation, filings, and client communication.
- Prepared and filed Delaware and California entity documents with attorney review, tracking confirmations in the matter file.
- Coordinated board meetings and shareholder consents, distributing materials and collecting signatures by agreed deadlines.
- Processed expense reports and client invoices with accounting, correcting billing errors before bills left the firm.
- Answered client calls with professionalism and routed sensitive requests to the right attorney promptly.
- Maintained calendars and travel for two partners, resolving double-bookings before they reached clients and keeping deal meetings on schedule.
- Organised and indexed deal documents in the firm's document system after each closing, helping attorneys find signed versions within minutes.

CORE SKILLS

Legal administration | Calendar management | Document formatting | Closing binders | Conflict checks | Time entry and billing | Document management | Microsoft Word | Entity filings | Client communication | Proofreading | Confidentiality | Travel coordination | Matter intake

EDUCATION

B.A. in English, San Jose State University, San Jose, CA

CERTIFICATIONS

Legal Assistant Certificate, UC Berkeley Extension