

LAURA SORTO

LEGAL ASSISTANT

 laurasophiasccc@gmail.com

 (504) 88122317

ABOUT ME

Bilingual Legal Assistant (Spanish/English), highly motivated and detail-oriented, with experience in drafting and reviewing legal documents, managing case files, and supporting attorneys in daily tasks. Skilled in legal research, client communication, and maintaining accuracy and confidentiality while handling multiple priorities.

EDUCATION

High School Diploma

2023

HABILITIES

- Drafting and reviewing legal documents
- Case file and document management (physical & digital)
- Legal research (jurisprudence, laws, and regulations)
- Client communication and support
- Scheduling and coordination of meetings/audiences
- Strong organizational and multitasking skills
- Attention to detail and accuracy
- Confidentiality and professional ethics
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Bilingual: Spanish (native), English (intermediate/advanced)

LANGUAGES

- Spanish (Native)
- English (Fluent, Native)

PROFESSIONAL EXPERIENCE

Real Estate Assistant

[Honduras] – [2020-2025]

- Assisted in drafting and reviewing lease and purchase agreements.
- Managed client files and maintained accurate property records.
- Coordinated property showings, client appointments, and documentation.
- Supported legal processes related to real estate transactions.
- Communicated with clients to provide updates and ensure smooth transactions.

Legal Assistant | [Quill&Arrow]

[Honduras] – [2025]

- Drafted, reviewed, and organized legal documents including contracts, agreements, and powers of attorney.
- Managed case files, both digital and physical, ensuring accuracy and confidentiality.
- Assisted attorneys with legal research and preparation for court proceedings.
- Scheduled appointments, court dates, and client meetings.
- Communicated with clients, courts, and other parties to provide updates and gather information.
- Maintained compliance with legal and ethical standards in all administrative processes.

I am a highly motivated and organized Legal Assistant with experience in drafting and reviewing legal documents, managing case files, and supporting attorneys in daily tasks. I have also worked in real estate and logistics, which has strengthened my skills in client communication, document management, and coordination. I enjoy working in legal environments because I like helping clients, solving problems, and keeping processes running smoothly. I am a capable, detail-oriented, and reliable professional, committed to delivering high-quality support to any legal team.