

AUDREY LEGGETT

aleggett621@gmail.com • 786-870-7974 • [LinkedIn](#) • Miami Gardens, FL

Summary

Detail-oriented paralegal with a commissioned Notary Public license and 1+ years of supporting litigation and transactional matters.

Education and Training

Bachelor of Science in Legal Studies, 3.98 GPA
Florida Gulf Coast University

Fort Myers, FL
08/2024 - 05/2026

Associate of Science in Paralegal Studies
Miami Dade College

Miami, FL
01/2022 - 05/2024

Associate of Arts in International Relations, 4.00 GPA
Miami Dade College

Miami, FL
08/2018 - 05/2020

Experience

Notary Public

09/2025 - Present

Self-Employed | Miami Gardens, FL

- Ensured compliance with notarization state laws and regulations.
- Administered oaths and affirmations for clients in legal documents.
- Verified customer signatures and identification documents.

Paralegal Intern

01/2024 - 04/2024

Stanley B. Lewis | Miami, FL

- End-to-end case management.
- Drafted pleadings, motions, and discovery requests to file with court.
- Communicated with clients to gather information.

Skills

- Notary Public (commissioned; administer oaths, witness signatures, certify documents)
- Legal Document Preparation (drafting affidavits, contacts, pleadings, subpoenas)
- Client Intake & Interviewing (collecting facts, verifying IDs, preparing case summaries)
- Case Management (organizing files; maintaining case calendars)
- E-filing & Court Filings (filing pleadings electronically; preparing filing packets)
- Legal Research & Writing (using statutes, case law, secondary sources)
- Discovery Support (drafting requests/responses, organizing exhibits, indexing documents)
- Technology & Software (MS Office, Adobe Acrobat, case management systems, e-signature tools)

References

Dr. Robert Diotalevi, Esq.

239-590-7817, bdiotale@fgcu.edu

Stanley Bernard Lewis

305-654-8011, office@stanleylewislaw.com

Roxana Morales

305-922-4420, info@shalommontessori.org