

# Lacey L. Greeson

**EXECUTIVE ASSISTANT | LEGAL ASSISTANT | LITIGATION**

## CONTACT

Lacey Greeson  
LaceyGreeson2@gmail.com  
(904) 557-1498 (Cell)  
Yulee, FL 32097

[https://www.linkedin.com/me?trk=p\\_mwlite\\_feed-secondary\\_nav](https://www.linkedin.com/me?trk=p_mwlite_feed-secondary_nav)

## EDUCATION

### **KEISER UNIVERSITY**

Associates in Paralegal Studies  
2 Years Completed

## SKILLS

- Microsoft Office Suite
- Florida Courts E-Filing Portal
- Case Management Systems
- Calendar and Scheduling software
- CRM Platforms and Database Systems
- Basic Accounting Software

## **EXECUTIVE ASSISTANT | LEGAL ASSISTANT | LITIGATION**

Dedicated, detail-oriented Executive and Legal Assistant with proven success and ample experience supporting litigation, criminal defense attorneys, and executive leadership. Well-established ability to manage complex case files, draft and proof-read legal documents for accuracy, coordinate calendars for multiple attorneys and team members, and building while maintaining strong client relationships. History of improving organizational systems and serving as a dependable and responsive contact for attorneys, staff, and clients. Consistently streamlining processes, supporting discovery, and driving smooth operations through exemplary communication, organization, and initiative.

## EXPERIENCE

### **LITIGATION ASSISTANT**

*Morgan & Morgan, P.A. | Jacksonville, FL | 2023-2025*

- Coordinated with other legal professionals and support staff.
- Built rapport with clients and ensured cases moved smoothly and clients were updated sufficiently.
- Organized and maintained case files, both physical and electronic.
- Drafted and prepared legal documents such as pleadings, motions, contracts, and correspondence.
- Proofread and edited legal documents for accuracy and clarity.
- Managed document and record production along with discovery and discovery deadlines.
- Maintained and organized multiple legal professional's calendars.
- Worked with legal team to maintain deadlines and set reminders.

## **LEGAL ASSISTANT SUPPORTING CLAIMS ATTORNEYS**

*Fidelity National Financial | Jacksonville, FL | 2023-2023*

- Received and processed new title insurance claims documentation, ensuring accuracy by proofreading carefully and adhering to legal standards and rules.
- Organized claims documents and supporting records to ensure prompt turn-around time during the claims process.
- Supported multiple claims attorneys simultaneously all while never missing deadlines and adhering to each attorney's preferences and procedures.

**EXECUTIVE ASSISTANT**

*Sharkfin Real Estate | Jacksonville, FL | 2022-2023*

- Handled day-to-day accounting processes including payroll, invoices, collecting and receiving payments.
- Direct assistant to the Owner and Mentor of the company/program.
- Responsible for being the main point of contact for the students and office staff for any IT issues, assistance needed, errands, and any training on the current program.
- Maintained inventory and contact lists via excel spreadsheets.
- Created and presented slideshows entailing the current lesson for that week.
- Scheduled and executed team dinners, one on one meetings, travel arrangements for all office staff and students.