

JUNREY QUICO

Remote Paralegal | Legal Assistant

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PROFESSIONAL SUMMARY

Remote paralegal and legal assistant with more than three years of experience supporting Florida and New York legal matters. Experienced in probate, guardianship, mental health, appeals, civil litigation, legal drafting, e-filing, case management, and deadline tracking. Known for accuracy, organization, clear written communication, and dependable remote collaboration.

CORE SKILLS

Florida Probate and Guardianship
Florida Courts E-Filing Portal
Clio, Outlook, Nextiva
Civil Litigation Support

Legal Drafting and Document Review
Case and Deadline Management
Legal Research and Proofreading
Remote Team Collaboration

PROFESSIONAL EXPERIENCE

Probate Paralegal (Part-time)

Oct 2025 - Present

KindNest VA Services | Florida Law Firm Client (Remote)

- Provide probate paralegal support to a Florida law firm through KindNest VA Services.
- Assist with probate documents, case organization, e-filing, and deadline tracking.
- Maintain accurate case information and support timely progression of assigned matters.

Paralegal / Legal Assistant (Project-based)

Nov 2025 - Aug 2026

Monetaria LLC | New York (Remote)

- Reviewed settlement agreements and prepared motions, notices, and related legal documents.
- Updated Clio custom fields and maintained accurate case information for attorney review.
- Completed project assignments carefully and within required timelines.

Paralegal / Legal Assistant

Sep 2023 - Oct 2025

Attorney Assistant LLC | Florida (Remote)

- Managed matters from intake through completion, primarily involving probate, guardianship, mental health, and appeals.
- Supported personal injury, eviction, and other civil litigation matters as needed.
- Drafted pleadings and e-filed documents through the Florida Courts E-Filing Portal.
- Communicated with clients through Outlook and Nextiva and calendared deadlines in Outlook and Clio.

ADDITIONAL EXPERIENCE

Accounts Receivable Specialist

Jan 2022 - Aug 2023

TwoMagnets Inc. dba Clipboard Health | San Francisco (Remote)

- Managed accounts receivable using Invoiced.com and communicated with accounts payable teams by phone and email.
- Audited newly onboarded facilities before their first invoice and maintained client records in Salesforce.
- Resolved billing disputes and Zendesk tickets while tracking work through Google Workspace tools.

Real Estate Virtual Assistant

Nov 2021 - Jun 2022

Cincy Property Buyers | Cincinnati (Remote)

- Prospected leads, conducted outbound calls, and supported sales conversion.
- Built and maintained client relationships by responding to needs and providing reliable service.

College Instructor - Research Statistics

Aug 2021 - Jan 2022

North Eastern Mindanao State University | Tandag City

- Prepared lesson plans and taught Research Statistics in accordance with curriculum standards.
- Assessed student performance and used collaborative learning, modeling, and explicit instruction to address learning needs.

Researcher, Statistician, and Grammarian

Jul 2020 - Jun 2021

Freelance | Tandag City

- Proofread research materials, corrected language issues, and maintained accurate version control.
- Designed surveys, supported interviews and proposals, and analyzed statistical data for research projects.

Paralegal

Aug 2020 - Dec 2020

Law Firm | Tandag City

- Drafted motions, briefs, forms, memoranda, summaries, and other litigation documents.
- Worked with attorneys and case reviewers on civil and criminal matters and organized legal correspondence.

EDUCATION

Master of Arts in Public Administration - Ongoing | North Eastern Mindanao State University

Juris Doctor Studies | North Eastern Mindanao State University

Bachelor of Science in Mathematics | North Eastern Mindanao State University

Bachelor of Science in Civil Engineering | North Eastern Mindanao State University

Secondary Education Studies, Major in English | North Eastern Mindanao State University

ADDITIONAL INFORMATION

Languages: English and Filipino | Additional tools: Salesforce, Zendesk, Google Workspace, Invoiced.com