

# Junrey Quico

## Remote Paralegal | Legal Assistant | Legal Research Professional

Email: junsauqui@gmail.com

Phone: +63 976 082 2580

Tandag City, Surigao del Sur, Philippines

### Professional Summary

Detail-oriented remote paralegal with experience supporting U.S. law firms in probate, guardianship, civil litigation, appeals, legal drafting, legal research, case management, and client communication. Strong multidisciplinary background in mathematics, civil engineering, public administration, English education, and law. Recognized for analytical thinking, professionalism, and commitment to delivering high-quality legal support.

### Core Competencies

Legal Research • Legal Drafting • Probate • Guardianship • Appeals • Civil Litigation • Client Communication • Case Management • Clio • Florida E-Filing Portal • Outlook • Microsoft Office • Google Workspace • Salesforce • Slack

### Professional Experience

#### Paralegal / Legal Assistant

Monetaria LLC (Remote, New York)

*September 2025 – Present*

- Review settlement agreements for accuracy and completeness.
- Draft motions, notices, legal correspondence, and litigation documents.
- Maintain case information and custom fields in Clio.
- Support attorneys through document preparation and case organization.

#### Paralegal / Legal Assistant

Attorney Assistant LLC (Remote, Florida)

*September 2023 – August 2025*

- Managed probate, guardianship, appeals, mental health, and civil litigation matters.
- Drafted pleadings, motions, notices, affidavits, and other legal documents.
- Performed electronic filing through the Florida E-Filing Portal.
- Managed litigation calendars and client communications using Clio and Outlook.

#### Accounts Receivable Specialist

Clipboard Health

*January 2022 – August 2023*

- Managed accounts receivable, billing disputes, Salesforce records, and client communications.

#### College Instructor (Research Statistics)

North Eastern Mindanao State University

*August 2021 – January 2022*

- Prepared and delivered Research Statistics courses and evaluated student performance.

#### Researcher • Statistician • Proofreader (Freelance)

*July 2020 – June 2021*

- Conducted research, statistical analysis, proofreading, and academic editing.

## **Education**

- Master of Public Administration (Graduate Studies)
- Juris Doctor (Units Earned)
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Mathematics
- Bachelor of Secondary Education – English (Units Earned)

## **Awards & Leadership**

- National Debate 1st Runner-Up
- Best Speaker
- President, Junior Philippine Institute of Civil Engineers
- Governor, Campus Clubs and Organizations
- Student Journalist