



JUSTICE TAYLER BROOKS

Fayetteville, NC 28311, 843-539-6611, JusticeTaylerBrooks@gmail.com

PROFESSIONAL SUMMARY

Current undergraduate student working toward a B.A. in Creative Writing & English with a Minor in Professional Writing - possessing an outstanding GPA of 3.9. A highly adaptable individual with a desire to learn. A passion for igniting imagination and prior experience in legal writing allows me to be versatile to your specific needs.

SKILLS

- Content Writing & Proofreading
- Creative Development
- Cultural Awareness
- Fact-Checking & Research
- Keen Social Perceptiveness
- Strong Written Communication

EXPERIENCE

Legal Assistant

April 2019 - September 2019

L. Cole Smith Attorney at Law | Conway, SC, United States

- Handled client relations, including setting up appointments, gathering information, and issuing notices.
- Managed large volumes of hard and soft copy documents and files.
- Served as an administrative assistant by completing clerical, secretarial, and administrative activities.
- Authored, organized, and submitted professionally written legal correspondence, affidavits, and contracts.
- Scheduled appointments and documented updates in scheduling software.
- Performed timely delivery and filing of documents to the Register of Deeds.
- Updated internal databases with new/existing client information and legal forms.

Tax Accounting Intern

August 2017 - January 2018

Lee's Tax Service | Conway, SC, United States

- Delivered excellent administrative support to accounting personnel and other staff.
- Conducted basic clerical duties by taking memos, maintaining files, and organizing documents.
- Answered phone inquiries to direct calls and provided basic company information.
- Developed and maintained professional relationships with internal employees and customers.
- Shadowed multiple office positions to train for a variety of tasks.

EDUCATION

Bachelor of Arts (B.A.) - Creative Writing & English

August 2026

Southern New Hampshire University

- Fall 2022 Dean's List
- Winter 2022 Dean's List