

# Janirka Polanco

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## Professional Summary

Detail-oriented and tech-savvy Legal Administrative Assistant with 6+ years of experience in litigation support, e-filing, legal research, and case management. Skilled in handling e-discovery platforms such as Logikcull and Relativity, assisting during depositions, and managing sensitive client correspondence and records. Adept at navigating fast-paced legal environments with precision, professionalism, and confidentiality. I recently completed a BBA in Business Administration with a concentration in Early Childhood Care and Management, with strong foundations in administrative systems, compliance, and business operations. Bilingual in English and Spanish.

## Education

### State University of New York – Canton

Bachelor of Business Administration (BBA), Early Childhood Care & Management

Summa Cum Laude, December 2024

### Kingsborough Community College – Brooklyn, NY

Associate of Science (A.S), Early Childhood Education

With Honors, June 2016

## Professional Experience

### Squitieri & Fearon LLP – New York, NY

Legal Administrative Assistant | July 2019 – Present

- Draft complaints, discovery responses, subpoenas, and legal correspondence
- Conduct legal research and assist with case strategy preparation
- Perform state and federal e-filing of court documents and track case deadlines
- Support attorneys during depositions, including organizing exhibits and managing notes
- Utilize e-discovery platforms (Logikcull, Relativity) to manage document review and production
- Maintain accurate client records, correspondence logs, and case files
- Act as front-line contact for clients, opposing counsel, and court personnel

### beautyXjani – Brooklyn, NY

Small Business Owner | February 2020 – Present

- Founded and manage a self-operated beauty business, overseeing budgeting, customer service, and digital marketing
- Handle all administrative functions including appointment scheduling, inventory tracking, and financial reporting

### Brooklyn Bark – Brooklyn, NY

Senior Pet Care Specialist | February 2018 – July 2019

- Supervised and trained pet care associates while ensuring top-tier service for clients

- Managed appointment scheduling and client communications

## **Skills**

- Legal Document Drafting & E-Filing
- Legal Research & Deposition Support
- E-Discovery (Logikcull, Relativity)
- Microsoft Office Suite (Word, Excel, Outlook)
- Client File & Correspondence Management
- Calendar & Case Management
- Bilingual: English & Spanish
- Data Entry & Administrative Support
- Business Operations & Customer Relations

## **Honors & Recognition**

- President's List, SUNY Canton [All Terms]
- Academic Award for Excellence, Spring 2024
- 5th Place, SUNY Canton Roopreneur Competition, Spring 2023