



JACQUELINE CASTRO

Paralegal and
Office Manager

☎ 909-989-2700

✉ Jacqueline@lawservicesonline.com

📍 3200 Inland Empire Blvd.
Suite 265
Ontario, CA 91764

🌐 lawservicesonline.com

Skills

- Case Management
- Legal Document Preparation
- Court Filings and E-filing
- Trial Exhibits & Preparation
- Litigation Support
- Lein Negotiation
- Client Intakes
- Attorney/Litigation Support
- Client Relations
- Daily Office Operations
- Administrative Management
- Payroll Administration
- Accounts Payable & Receivable
- Bilingual English/Spanish

About Me

Jacqueline is an experienced Paralegal and Office Manager with more than a decade of hands-on experience supporting attorneys, managing legal matters, and overseeing the day-to-day operations of busy law offices. Her experience extends well beyond traditional paralegal responsibilities. She has worked on matters involving Employment Law, Personal Injury, and Workers' Compensation, assisting with cases from initial client intake and file opening through discovery, trial preparation, court filings, and case resolution.

In addition to her legal experience, Jacqueline manages essential office operations, including payroll, bookkeeping, accounting support, administrative workflows, scheduling, records management, and client communications. Her combination of legal and operational experience gives her a comprehensive understanding of not only what it takes to move a case forward, but also what is required to keep a law office organized, efficient, and running effectively behind the scenes.

Bilingual in English and Spanish, Jacqueline brings a highly organized, detail-oriented, and resourceful approach to her work.

Experience

Law Offices of Sandra H. Castro, Inc. 2013-Present
Paralegal & Office Manager

- Work up cases for attorneys including but not limited to pleadings and trial exhibits
- Discovery, Petitions, E-filing, Declaration of Readiness to Proceed, Objections
- Accounting, Payroll, Bookkeeping

Bazz Houston International 2020-2026
Marketing Coordinator

- Coordinate/Execute photo/video production
- Manage content calendar & create engaging social media posts
- Develop/Design promotional materials, brochures, line cards, trade show display items, website design
- Start to finish execution of all company events, including trade shows

Pop-Up Pantry 2012 - 2013
Office Administrator/Marketing

- Development/execution of marketing campaigns and website updates
- Coordinate photo shoots for product launch
- Customer Service - working directly with customers regarding orders
- Administration support to CEO, CFO, and Marketing Team

Education

California State University, Fullerton 2010
Bachelor of Communications:
Emphasis Public Relations and Marketing