RUMEESA SAMEER

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🎓 BA.LLB (Integrated) | Legal Intern | Paralegal | E-Discovery & Legal Tech Enthusiast

Professional Summary

Detail-oriented and socially driven law graduate with internship experience across civil, criminal, and paralegal sectors. Currently interning at Bolster Legal, a paralegal firm, where I have gained experience in legal technology platforms, calendaring, e-discovery, and client communication. Skilled in legal drafting, litigation support, research, and case tracking. Committed to the values of justice, integrity, and community service. Known for being a fast learner with a strong work ethic and the ability to adapt quickly to dynamic legal environments.
Actively seeking opportunities in paralegal roles, legal research, international legal processes, and NGO-based legal services.

Education

MKPM RV Institute of Legal Studies, Bangalore

BA.LLB (Integrated 5-Year Program)

- Completed rigorous coursework in Indian Penal Code, Constitutional Law, Contracts, Property Law, and International Law.
- Participated in mock trials, debates, and legal awareness camps.
- Gained field exposure through consistent internships during each year of the course.

Pre-University (PUC) & SSLC

Christ School & NMKRV PU College (2016–2019)

Experience

Bolster Legal Bangalore, Karnataka
Legal Intern Present

- Working with an international paralegal services team, contributing to client case management and research.
- Gained hands-on exposure to e-discovery procedures, organizing and analyzing large volumes of legal documents.
- Managed **legal calendaring**, deadlines, court schedules, and coordinated documentation workflows for attorneys.
- Learned and applied legal technology tools such as:
    - **Smokeball**: Used for matter management and automated document drafting.
    - **Filevine**: Assisted in updating client files and generating reports.
    - **Foundation AI**: Engaged in document review, tagging, and machine learning-supported searches.

- Praised for being a **fast learner**, consistently adapting to tools and workflows with minimal supervision.

Adv. D.S. Badarinath, Ballari
Bellary, Karnatak
Legal Intern April 2024 – May 2024

- Assisted in civil and criminal litigation matters.
- Participated in client meetings, and noted down deposition information.
- Observed courtroom procedures and legal drafting techniques for pleadings and notices.
- Contributed to the preparation of case files and evidence folders.

Adv. B.N. Anand, Bangalore
Bangalore, Karnatak
Legal Intern Nov 2023 – Dec 2023

- Supported case documentation, especially in property and contract law matters.
- Drafted affidavits and notices under supervision.
- Maintained files and conducted legal research on specific case points using Indian legal databases.

Adv. Lokesha G., Bangalore
Bangalore, Karnatak
Legal Intern June 2023 – June 2023

- Observed civil litigation including landlord-tenant disputes, tort claims, and family law hearings.
- Assisted with formatting petitions and filing submissions to court.
- Gained insight into the preparation of arguments and client consultation.

Adv. Mohan Kumar T., Bangalore Bangalore, Karnatak
Legal Intern Nov 2022 – Nov 2022

- Assisted in court procedures related to criminal law.
- Participated in trial preparation by helping collate evidence, typing cross-examination notes, and drafting client updates.
- Drafted brief legal notices and responses under supervision.

Adv. Hasan Pasha M.F., Bangalore
Bangalore, Karnatak
Legal Intern May 2022 – June 2022

- Supported in client onboarding, document intake, and initial legal assessments.
- Attended trial sessions in district courts and observed direct client counseling.
- Observed courtroom procedures and legal drafting techniques for pleadings and notices.
- Practiced filing procedures and basic procedural steps in district court litigation.

Certifications, Workshops & Awareness Programs

- **Certificate Course on Alternative Dispute Resolution (ADR)**
  Covered theory and practical elements of arbitration, mediation, and negotiation.

- One-Day Workshop on "Role of Evidence in Administration of Criminal Justice"
  Gained insights into the evidentiary value of testimony, documents, and expert reports.

- **One-Day Workshop on "Right to Privacy: Its Dimensions and Limits"**
  Explored current debates, Indian and international case laws on data protection and fundamental rights.

- **Walk Against Drug Abuse – Legal Awareness Drive**
  Participated in organizing and leading a community awareness initiative promoting legal consequences and social impact of drug abuse.

Skills & Competencies

Legal Skills:

- Legal research & writing
- Drafting legal notices and affidavits
- E-discovery & document review
- Litigation support & case summarization
- Legal calendaring & deadline tracking
- Familiarity with Indian court procedures
- HIPAA Awareness

- Time Management
- Remote Collaboration

Legal Tech & Tools:

- Smokeball
- Filevine
- Foundation AI
- Microsoft Word, Excel, Google Workspace
- Quick adaptability to new systems & software

Communication & Interpersonal :

- Fluent in English, Hindi, and Kannada
- Excellent verbal and written communication
- Strong organizational and time management skills
- Capable of handling client-facing interactions
- Team player with independent initiative

Career Objective:

To work in a dynamic legal environment where I can contribute to justice delivery—whether in courts, firms, or nonprofits—using my skills in legal research, technology, client support, and case coordination. I aim to grow in roles that value access to justice, legal innovation, and ethical advocacy.