

Jeremy K. de Leeuw
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EDUCATION

CompTIA A+ Certified	December 2018
Paralegal Studies, A.A.	June 2018
Electronics Engineering, A.S.	December 2013

EXPERIENCE

SILVERMARK CONSTRUCTION SERVICES, INC., Fairfield, CA December 2019 – March 2020
Document Retention and IT Coordinator

Job description:

Providing technical support across the company with two different offices and out-of-office field superintendents. Setting up and maintaining Office 365 email accounts. Repairing, replacing, and maintaining computer equipment as necessary. Monitoring and maintaining computer systems and networks. Inventory control for devices used by out of office superintendents.

Reviewing construction insurance certificates by various sub-contractors working with contractors. Email communicating with various insurance companies to make sure each sub-contractor is compliant to company standards.

McGEE, LERER, & ASSOCIATES, Los Angeles, CA June 2015 – November 2019
Paralegal and IT Support Specialist September 2013 – August 2014

Job description:

Filing lawsuits with appropriate courts, propounding and responding to discovery, filing pleadings with various courts, assist attorneys with ex partes and motions, schedule depositions with defense counsel and court reporters, schedule clients with doctors for medical examinations, handle requests from attorneys, general reception duties, file legal documents for physical and digital files.

IT support for entire office. Backup, troubleshooting computer systems, installation of new/updated computer software and hardware; Server backup. setup and maintenance.

LAW OFFICE OF TSENG & ASSOCIATES, Thousand Oaks, CA July 2012 - April 2013
File Clerk

Job description:

File legal documents; managing of discovery and arranging documents by categories; creating and scanning files; general reception duties; messenger runs to various courts for filing; purchase of office supplies; file system backup.

Pre-2012 employer information available upon request

AFFILIATIONS

Member of Consumer Attorneys Association of Los Angeles (CAALA)

SKILLS

Microsoft Office suite, Office 365, SharePoint, Exchange; Apple OS, iOS, Windows OS; Westlaw, LexisNexis, CasePEER, Tritek Case Management.

References available upon request