

Objective

Looking to further Lead Paralegal career by finding employment that combines professional skills and experience.

Skills

Microsoft Office, Management.

Work Experience

Lead Paralegal III

ABC Corporation - 1998 – 2013

- Performed legal research; analyzed and presented research to attorneys and team members.
- Managed all aspects of state and federal cases and maintained pertinent databases.
- Analyzed statutory and regulatory matters along with case law, compiled and organized research.
- Evaluated incoming client request to determine best course of action, appropriate next steps and possible solutions.
- Liaised with other business units and outside company.
- Acted as central information resource for department.
- Educated and mentored staff in key processes.

Lead Paralegal

Delta Corporation - 1996 – 2000

- Included supervision and training of all paralegals and support staff.
- Handled personal case load of over 250 judicial foreclosure, bankruptcy and eviction cases.
- Acted as lead paralegal on all litigated and/or contested matters.
- Assisted lead attorney on various other large-scale real estate issues including large tract sales contracts.
- Prepare affidavits and other documents, such as legal correspondence and file pleadings with the court clerk.
- Organize exhibits and discovery for the courts.
- Gather and analyze research data, such as statutes, legal articles, and codes.

Education

B.A. in Journalism/Public Relations - (COLORADO STATE UNIVERSITY - Fort Collins, CO)