

Robert Smith

Litigation Support Specialist/Executive

PERSONAL STATEMENT

To associate Litigation Support Specialist with a multinational organization that provides an opportunity to show ability in improving knowledge, and to be a part of a team that works dynamically towards the growth of the organization.

WORK EXPERIENCE

Litigation Support Specialist/Executive

ABC Corporation - January 2015 - October 2015

Responsibilities:

- Processed, issued and filed subpoenas and related documents in Cook County Circuit Court and other outlying counties as assigned.
- Assisted with paper and electronic document collections, review and productions.
- Prepared documents for productions, including Bates numbering, confidential designation stamping and redaction.
- Developed relationships with clients to compel locations to comply with time-sensitive records.
- Implemented proactive steps with unresponsive locations to have the requested records available by the due date set forth by law.
- Communicated with law firms, hospitals and insurance companies regarding subpoenas, authorizations, and open orders.
- Documented client and custodial contacts accurately in the system.

Litigation Support Specialist

Delta Corporation - 2014 - 2015

Responsibilities:

- Dedicated to providing support to legal team on technical litigation process Skilled to understand all phases of EDRM Recent Administrator.
- Send/Deliver subpoenas Retrieve medical records from multiple facilities for litigation.
- Make phone calls to retrieve records.
- E-mail attorneys, update, status reports Bill attorneys for services rendered.
- Send/Deliver subpoenas Retrieve medical records from multiple facilities for litigation.
- Make phone call to retrieve records.
- E-mail attorneys, updates, astatus reports.

Education

Certificate in Paralegal Studies Program - (Roosevelt University - Chicago, IL)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Paralegal/Legal
Administrative Assistant,
Office Management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)