

# ROBERT SMITH

## Registered/Certified Paralegal

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### SUMMARY

To obtain a challenging and rewarding position within an organization where merit and productivity is recognized. Searches, examines, and collects authorities on points of law in connection with the preparation of cases for trial.

### CORE COMPETENCIES

Microsoft Office, Adobe, Legal Research, Management, Accounting, LexisNexis, Hot Docs.

### PROFESSIONAL EXPERIENCE

#### Registered/Certified Paralegal

**ABC Corporation - May 2013 – December 2013**

##### Key Deliverables:

- Worked on child support collection cases including preparing liens and levies to various financial institutions.
- Preparing documents, orders, writs of execution, subpoenas.
- Maintaining constant contact with various courts in Texas.
- Scheduling hearings, trials and depositions.
- Maintaining constant contact with clients and opposing counsel.
- Extensive trial prep to include gathering exhibits, hearing folders and hearing notebooks and drafting proposed Orders.
- Maintaining calendar and keeping attorneys aware of deadlines, and upcoming hearings, trials and depositions.

#### Certified Paralegal

**Delta Corporation - 2011 – 2013**

##### Key Deliverables:

- Managed personal injury, slip and fall, workers compensation cases and criminal cases from beginning to end.
- Prepared pleadings and correspondence from dictation.
- Prepared discovery requests and responses.
- Did legal research at the law libraries and on West Law.
- Maintained client case files.
- Maintained daily running calendar of events and deadlines.
- Maintained client contact and kept clients updated on their cases.

### EDUCATION

Legal - (MacArthurHigh School - San Antonio, TX)

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