

ROBERT SMITH

Jr. Lead Paralegal

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Enthusiastic paralegal skilled in Civil Litigation, Medical Malpractice, Products Liability, Personal Injury, and Human Resource with more than eighteen years of experience in legal administrative assistance.

CORE COMPETENCIES

Management, Organizing.

PROFESSIONAL EXPERIENCE

Jr. Lead Paralegal

ABC Corporation - July 2014 – January 2015

Key Deliverables:

- Accurately enters client data into a company-based software program.
- Set up files Organize client calendars, prepare mailings and handle high call volumes.
- Prepares for mediation and arbitration by organizing mediation/arbitration packets and presentations.
- Requests and organizes necessary case documents including medical records, medical bills, billing records affidavits, and product manuals.
- Corresponds and negotiates with insurance adjusters Respond to all requests for discovery including Requests for Disclosures, Interrogatories, Requests for Production, and Requests for Admission.
- Responsible for Case and document management.
- Responsible for Electronic filing of state pleadings.

Lead Paralegal

Delta Corporation - 2009 – 2014

Key Deliverables:

- Manning & Marder, Kass, Ellrod, Ramirez LLP is a full service law firm emphasizing a wide range of practice areas which have gained a national.
- LEAD PARALEGAL Lead Paralegal responsibilities included Optimize paralegal billing; approve billable and non-billable time Coordinate and assign.
- Supervisor of one Senior Paralegal responsibilities outlined below.
- Grand Avenue; Suite 300 Kansas City, MO 64112 Medical Product Liability - Mass Tort Litigation Lead Paralegal Duties Entered clients information.
- Led a team of 15 paralegals working on a very large medical mass tort litigation with multiple defendants and over 7000 plaintiff clients Coordinated.
- Performed more advanced training of various procedures and software Tina Barnott Telephone (407) 885-0020.
- Prepared and organized content-specific case files for attorney reflecting supporting forms and documentation, performed relevant legal research.

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EDUCATION

- High School Diploma - (Denison High School - Denison, TX)