

# Robert Smith

## Certified Paralegal

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## SUMMARY

Detailed work with an ability to work autonomously and with a team, manage multiple tasks under tight deadlines with confidence and ease, excellent interpersonal communication and empathic listening skills, strong ability to be adaptable and flexible, motivated leader with strong organizational and prioritization abilities.

## SKILLS

Workday, Lawson, Accounts Payable, Hris, Payroll, Benefits Administration, Human Resources, Hiring.

## WORK EXPERIENCE

### Certified Paralegal

ABC Corporation - April 2008 – July 2008

- Conduct intake interviews and compile summary for attorney determination of case acceptance.
- Maintain case calendar and discovery deadlines.
- Summarize depositions and prepare medical chronologies.
- Research client files and prepare notebooks for mediation, court hearings, and depositions.
- Draft discovery including Request for Disclosure, Interrogatories, and Request for Production.
- Prepare initial responses to all incoming discovery.
- Draft pleadings and answers for filing with the court.

### Certified Paralegal

Delta Corporation - 2005 – 2008

- Certificate of completion Cisco Certified Network Adm.
- Reviewed, categorized, and summarized over 18,000 documents for use in complex litigation.
- Drafted pleadings and discovery requests and responses, and organized files for ongoing litigation.
- Summarized and coded deposition transcripts.
- Created various database reports as needed.
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## EDUCATION

Legal Assistant/Paralegal - (Southeastern Career Institute - Dallas, TX)