

ROBERT SMITH

Sr. Personal Injury Paralegal

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

SUMMARY

I am self-motivated professional with strong medical background who able to manage multiple projects , deliver optimum work performance. consider myself dedicated, hard-working individual who able to adapt and be flexible changing and fast paced environment.

CORE COMPETENCIES

MS Office, Abacus Law, Westlaw, LexisNexis.

PROFESSIONAL EXPERIENCE

Sr. Personal Injury Paralegal

ABC Corporation - September 2011 – December 2012

Key Deliverables:

- Contract Position Worked under James L. Griffith, Esquire Sr.
- who is current chair of Personal Injury Department at Fox Rothschild.
- Included handling between 50-100 cases monthly from opening to close.
- Supported 7 attorneys in total within Personal Injury Department in Montgomery County office, Chester County office, worked mainly out of Philadelphia office.
- Conferred with clients on regular basis with status updates treatment updates.
- Aided clients in processes of Arbitration, Mediation, Settlement, Trial.

Sr. Personal Injury Paralegal

Delta Corporation - 2007 – 2011

Key Deliverables:

- Contract Position Supported four attorneys in the Catastrophic Commercial Vehicle Personal Injury Department.
- Summarized all medical records as well as ordered them and scanned them into their case management system.
- Also handled Dictation Transcription for all attorneys supported and also prepared trial kits, deposition summaries and medical summaries, and the day to day clerical work for all attorneys.
- Also helped with their travel arrangements and all their e-filing.
- Used Interwoven for all document creation.
- Duties include Open new case files; telephone clients to obtain medical and wage loss information; contact insurance companies and employers to .
- Provide services to clients in pre-litigation and litigation in vehicle accidents and slip and fall cases.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- - August 1999(Temple University - Philadelphia, PA)