

Robert Smith

Associate. Personal Injury Paralegal

PERSONAL STATEMENT

obtain position as Paralegal , Legal Assistant contribute to profitable growth of business.

WORK EXPERIENCE

Associate. Personal Injury Paralegal

ABC Corporation - April 2005 - October 2014

Responsibilities:

- Assist Trial Attorney with preparation for jury trials and other legal proceedings.
- Scheduling depositions and appointments for attorneys.
- Scheduling video depositions of Expert Witnesses.
- Preparing Arbitration Municipal Court packets.
- E-filing Civil Complaints other legal documents with multiple counties Pennsylvania and New Jersey.
- Drafting Civil Complaints, Motions, Petitions, Releases, letters , memorandums for Attorney review.
- Typing Interrogatories and Request for Production of Documents.

Associate. Personal Injury Paralegal

Delta Corporation - 2003 - 2005

Responsibilities:

- Responsible for all phases of file management including locating available insurance coverages, performing factual investigation to determine .
- Ordered, reviewed and summarized medical records.
- Prepared disbursement statements.
- Meet with potential new clients with attorneys Set up files for new clients, send rep letters to insurance companies and medical facilities, handle .
- Analyzed evidentiary documents and prepared them for discovery and trial.
- Assisted in implementation of computerized litigation management system.
- Personal injury paralegal Signing clients to intakes No- Fault Applications SAGA Medical Bills Loss Wages Scheduling Independent medical examinations .

Education

Associates in Paralegal - September 2001(The PJA School - Upper Darby, PA)

CONTACT DETAILS

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

SKILLS

Volunteer Childrens
Director Ages 2 -5Kids.
@ Faith Community.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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