

ROBERT SMITH

Asst. Lead Paralegal

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

SUMMARY

To secure a position in the legal field in which there is opportunity for growth and challenge. My skills and qualifications include: Notary Public In and For the State of Ohio. Knowledgeable in Microsoft Word, Excel, and Access. Proficient in using Westlaw in Legal Research and Writing. Educated in Contract Law, Tort Law, Litigation, Family Law, Civil Procedure, Real Estate Law, Criminal Law, Domestic Relations, Estate Planning, and Bankruptcy.

CORE COMPETENCIES

Management, Organizing.

PROFESSIONAL EXPERIENCE

Asst. Lead Paralegal

ABC Corporation - 2000 – 2004

Key Deliverables:

- Briefed and argued more than 1000 felony appeals; prevailing more than 92% of the time.
- Assisted in drafting and editing hundreds of briefs filed, participated in moot court presentations and attended oral argument and post-argument critiques in those cases.
- Reviewed appellate court decisions for consistency, possible rehearing, or legislative correction where required.
- Drafted legislation, which was enacted without amendment, to enhance protection for children from sexually abusive practices.
- Taught substantive and procedural search and seizure law and evidence to police officers at the Idaho State Police P.O.S.T.
- Trained and supervised criminal division paralegal staff.
- Developed and implemented office-wide docket control program to measure and verify performance metrics.

Lead Paralegal

Delta Corporation - 2004 – 2009

Key Deliverables:

- Coordinator for a staff of 4 to 5 people involving various assignments at different locations Analysis and review of documents Indexing and file .
- Assist five attorneys on a corporate level by drafting motions, responding to heavy discovery requests, conduct legal research on Westlaw and .
- Conduct initial and follow up client meetings - Train Paralegals and act as backup office manager when needed; - Support company operations by .

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- Keep management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Manage two-attorney law firm Responsible for all aspects of case management of 250 files Conduct legal and scientific research necessary to produce .
- Special Appointment/Promotion by City Mayor A.C.
- Answering Phones Filing Settlement Breakdowns Settlement Disbursements Client Closeouts Obtaining Records Client Communication/Correspondence .

EDUCATION

J.D. in Trial and Government Document Librarian - 1980(University of Houston Law Center - Houston, TX)

