

Robert Smith

Associate Lead Paralegal

PERSONAL STATEMENT

Operations, sales, and administrations management professional with a broad spectrum of experience and a highly ambitious nature. Equipped with an eagerness to learn and adaptability has allowed for thriving on challenges and quickly becoming a valued asset.

WORK EXPERIENCE

Associate Lead Paralegal

ABC Corporation - June 2002 - October 2006

Responsibilities:

- Performed legal research and provided written summaries of research papers, documents, complex agreements and case law.
- Assisted in case investigations and trial preparation.
- Provided support through phone work and interaction with all professional levels.
- Conducted client interviews and maintained professional client contact.
- Drafted pleadings, Motions for Summary of Judgment; Discovery Requests and Responses, Memorandums of Law in Support of Summary Judgments, various Motions, Pre-trial compliance - Trial Briefs, Witness Lists, Motions in Limine, Jury Instructions.
- Prepared Exhibits and Exhibits List for use at trials.
- Maintained attorney calendar; Provided support in avoidance of scheduling conflicts.

Lead Paralegal

Delta Corporation - 1999 - 2002

Responsibilities:

- Answering Phones Filing Settlement Breakdowns Settlement Disbursements Client Closeouts Obtaining Records Client Communication/Correspondence .
- client intakes, processing and organizing discovery, calculation of damages, legal research and investigation, file maintenance and management, .
- Newport Beach, CA Workers Compensation Law Firm May 2015 - July 2016 Lead Paralegal Provided direct support to managing attorney Served as primary .
- Responsible for creating a new section for Workers Comp and Social Security Responsible for going out and getting clients and taking care of them .
- Also did settlements for law firm on behalf of insuranc.
- Client Interviews Helped clients obtain Social Security Disability Prepared legal documentation Assisted attorney in preparing for Disability hearings.
- Coordinator for a staff of 4 to 5 people involving various assignments at different locations Analysis and review of documents, indexing and file .

CONTACT DETAILS

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

SKILLS

Computer , Asset
Management, Legal
Research.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Master's in Management and Leadership - (Webster University)