

ROBERT SMITH

Asst. Personal Injury Paralegal

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highly motivated, intuitive, results-focused advance organizational goals with experience diversified environments team player with solid leadership skills resolve challenges, and tives. Creative, detail-oriented.

EXPERIENCE

Asst. Personal Injury Paralegal

ABC Corporation - MAY 2004 - MAY 2010

- May 2004 - May 2010 (6 years 1 month) Responsible for 50+ Clients consisting of primarily Medical Malpractice, drafting discovery, complaints schedule depositions, mediations, hearings, case management conferences.
- Ability to summarize legal documents, perform record research, legal research; checking legal forms for accuracy, preparing reports and correspondence.
- Draft all sorts of legal documents, preparing declarations preparing form complaints.
- Ability to perform legal research, interview witnesses and document what learned.
- Good writing and communication skills; with ability to prioritize work under tight schedule.
- Analyze legal documents for accuracy, depth knowledge legal terminology principles.
- Performed assistance with medical records indexing research with special knowledge of medical terminology extraordinary legal services trial preparation skills.

Asst. Personal Injury Paralegal

Delta Corporation - 2003 - 2004

- Drafted pre-litigation plaintiff personal injury demands for settlement.
- Performed medical record analysis and summaries.
- Interviewed clients for personal injury claims Prepared legal correspondence for communication with clients and opposing counsel.
- Gathered medical records and statements and provide written evaluation for attorneys Attended trials with attorney to provide information and .
- Drafted discovery documents and prepare responses Assisted with arranging depositions by preparing notices and subpoenas in addition to, arranging .
- Plaintiff firm specializing in personal injury, wrongful death, toxic torts, environmental litigation, products liability, insurance bad faith, .
- Organized exhibits for trial and mediation, prepared clients for

deposition, prepared discovery requests and responses, correspondence and pleadings.

EDUCATION

- Paralegal - 1988(Southside Business School)

SKILLS

Researchx Trialsx Legal Writingx Westlawx Legal Assistancex.