

# ROBERT SMITH

## Jr. Personal Injury Paralegal

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### SUMMARY

Driven, goal-oriented team player eager apply experience ,skills towards launching successful career with long-term opportunities for professional growth.

### SKILLS

Written and verbal expression; advanced Internet research; social media; blogging; text and html editing; analytical and creative problem solving; document and digital organization; Website design. Search Engine Optimization; Microsoft Office Suite, Adobe Photoshop, Joomla, WordPress, Hootsuite.

### WORK EXPERIENCE

#### Jr. Personal Injury Paralegal

ABC Corporation - September 2011 – December 2012

- 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 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, and Trial.

#### Jr. Personal Injury Paralegal

Delta Corporation - 2006 – 2011

- 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.
- Responsible for high volume of personal injury cases.
- Interview clients, prepare settlement packages and handle a complex range of cases from discovery phase to settlement.

### SCHOLASTICS

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