

ROBERT SMITH

Litigation Legal Assistant I

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An experienced litigation paralegal with an excellent knowledge of discovery (213's, 214's, 216's, 237's) and the Illinois and Federal Rules of Civil Procedure. Strong background in insurance litigation and now work at a mortgage and foreclosure defense firm.

EXPERIENCE

Litigation Legal Assistant I

ABC Corporation - 2015 - 2015

- Served as liaison between the law firm, borrowers, defendants, court systems, process servers and clients.
- Maintained attorneys calendars utilizing Time Matters with respect to court hearings and client meetings.
- Drafted and prepared motions, briefs, notices, responses to pleadings and any other necessary correspondence for judicial foreclosures.
- Worked with the attorneys in respect to the drafting, review and corrections of court documents.
- Sent documents for filing via E-File and Serve and mail for State and Federal courts.
- Processed, copied and scanned incoming mail.
- Completed data entry, maintained and updated approximately 50 files in Time Matters on a daily basis.

LITIGATION LEGAL ASSISTANT

ABC Corporation - 2014 - 2015

- Analyzed, maintained and organized case documents for medium size litigation.
- Prepared, filed pleadings with the local state and federal courts.
- Prepared, filed corporate filings with the Department of Justice, Federal Trade Commission, Securities and Exchange Commission, NASD and the NASDAQ Stock Market.
- Large scale antitrust merger acquisition document production team.
- Research of corporate filings at the Securities and Exchange Commission and Federal Communications Commission.
- Cite checked, Bluebooked and shepardized..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Liberal Arts - 1980(Mercy College of Detroit - Detroit, MI)



SKILLS

Microsoft Office, Legal Supervisor.