

# Robert Smith

## Personal Injury Paralegal

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### SUMMARY

Please advised that am experienced office professional seeking to explore different vocation.

### SKILLS

Microsoft Office Applications, Westlaw Legal Research Software, LexisnexisLegal Research Software, CM/ECF Bankruptcy Software, Bestcase Software And JCATS Software.

### WORK EXPERIENCE

#### Personal Injury Paralegal

Company Confidential - July 2015 - 2020

- Clearwater, Florida 07/15 - present Pre-Litigation Litigation Paralegal Personal injury paralegal.
- Included issuing and managing pleadings, coordinating all aspects of discovery, supporting counsel other areas within litigation functions.
- Propounding discovery, drafting motions, pleading affidavits, all stages of litigation.
- File pleading using Florida E-Filing portal Federal CM/ ECF filing and Pacer.
- Multi- tasking the above while scheduling depositions, mediation, hearings, conference calls,appointments.
- Medical research, medical record review, retrieve medical records itemized billing.
- Prepared medical chronology mediations , trials.

#### Personal Injury Paralegal

Delta Corporation - 2012 - 2015

- Investigated the relevant facts of asbestos claims and remedied deficiencies effectively Conducted research on relevant laws, regulations, and legal .
- Coordinate firms referral program Assist clients with disability applications Draft discovery documents Prepare correspondence, motions and memoranda.
- Prepared pleading documents including but not limited to Summons and Complaints, Notices of Claims, and Motions.
- Bill of Particulars/Answers to Interrogatories, Note of Issues Trial/Deposition Subpoenas, Letters to Clients and Attorneys.
- Responses to Discovery Demands and Settlement Statements.
- Assisted Attorney in English and Spanish client interviews and trial preparations.
- Possess strong organizational skills and effective in dealings with clients, claimants attorney(s), hospitals and doctors Maintains and manages .

### EDUCATION

Associate of Science in Paralegal Studies Summa - (Everest University Clearwater - Clearwater, FL)