

Robert Smith

Litigation Specialist

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SUMMARY

Seeking a paralegal position in order to advance career while utilizing skills and experience to assist in the growth of the firm. Communicate with attorneys and staff with respect to judge assignment changes and court closings.

SKILLS

Workers Compensation, Legal Specialist.

WORK EXPERIENCE

Litigation Specialist

ABC Corporation - May 2003 – April 2010

- Handled all litigation and catastrophic injuries for losses that occurred in Virginia and North Carolina.
- Evaluated complex bodily injury claims, and settled claims to avoid litigation up to policy limits.
- Attended depositions, settlement conference, and trials.
- Monitored and audited calls for levels of customer service.
- Coached associates on how to handle difficult callers.
- Telephone Claims Representative II Confirmed coverage for loss and determined liability.
- Participated in mediations, arbitrations and trials in order to successfully settle or defend litigated claims.

Litigation Specialist

ABC Corporation - 2001 – 2003

- Litigation Specialist Managed the litigation process and ensured timely and cost effective claims resolution.
- Managed multi-line litigation files in jurisdictions throughout the United States.
- Coordinated vendor referrals for additional investigation and/or litigation management.
- Used appropriate cost containment techniques including strategic vendor partnerships to reduce overall cost of claims for clients.
- Closely controlled and monitored the legal costs to determine cases that were litigation worthy and settled cases where appropriate.
- Attended mediations, pre- trial conferences and trials accordingly.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelors in Business Management - (Hofstra University - Uniondale, NY)