

Personal Injury Paralegal

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Experience working with clients colleagues from various cultural backgrounds. Strong Communication Skills English Spanish, written spoken. Strong Organization Skills. Use Internet target audiences.

Skills

Native English And Spanish Speaker, Wordpress Website Developer,.

Work Experience

Personal Injury Paralegal

Proner & Proner Attorneys At Law - January 2014 - 2020

- Client telephone contact personal interviews.
- Client intakes using intake packages making sure retainers, authorizations HIPPA are signed.
- Gather evidence for our cases, this requires sending out medical records requests, HRA requests for Medicare, Employment/loss wages requests, Bills requests.
- Set up calendar appointments and trial dates.
- Performed case breakdowns disbursement, clients share and firms share.
- Write blog articles in spanish and english.
- Translate various documents to English and Spanish.

Personal Injury Paralegal

Delta Corporation - 2010 - 2014

- Initial interaction with client intake and sign up clients Corresponding with insurance adjusters to open claims Negotiate and settle cases with .
- Order Medical Bills, medical records, accident reports, adverse policy limits, etc.
- for all personal injury cases Draft settlement demands Prepare Summons, Complaints, Discovery Requests and Responses, Motions, Orders, Affidavits and .
- Prepare affidavits, contracts, depositions, legal correspondences; Organize documents within file system Organizing exhibits for trial; Meet with .
- Investigated the facts of the cases that were assigned to me Sent out correspondences to insurance companies Interviewed clients to gather facts .
- Supervisor Judith Everett and Todd Rodzik.
- Handled all property damage claims IME Coordinator (created system to organize all past and future IME appointments) Liaison between both potential .

Education

Masters of Law in Business Law - (Carlos III University - Madrid, Madrid)