

Robert Smith

Sr. Lead Paralegal

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SUMMARY

Highly qualified Lead Paralegal with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment on which company prides itself.

SKILLS

Microsoft Office Suite, Management.

WORK EXPERIENCE

Sr. Lead Paralegal

ABC Corporation - February 2012 - July 2015

- Provided support and assistance to a team of four attorneys in Litigation and Commercial Real Estate Foreclosures and Transactional Matters.
- Supported attorneys in all aspects of litigation, including extensive hearing and trial preparation, and settlement discussions.
- Initiated lawsuits, prepared pleading and summons, and arranged service attempts on defendants.
- Drafted, reviewed, and edited pleadings, in preparation for filing with Federal District, Superior, State and Magistrate Courts.
- Utilized CM/ECF and Lexis Nexis File & Serve to file, download and review pleadings and dockets.
- Participated in the preparation of discovery materials and medical record requests and subpoenas.
- Prepared and maintained trial, hearing, and closing binders and indices.

Lead Paralegal

Delta Corporation - 2009 - 2012

- Facilitated in finding potential new clients and marketing our firm name Draft pleadings and correspondence for Plaintiff Personal Injury and Medical .
- Debtor bankruptcy petitions and schedules, Chapters 7, 13, and 11.
- Draft divorce petitions, settlement agreements, and parenting plans.
- Prepared real estate contracts and other documents in the areas of social security disability, family law, matrimonial law, criminal personal jury.
- Additional skills supervision of office personnel, training new employees on the policy and procedures, Microsoft Office, Excel and Word.
- Provide support for three partners and one associate attorney specializing in commercial real estate transactions, corporation set up and maintenance.
- Draft and file legal documents and pleadings for clients and attorneys in Fairfield County Court of Common Pleas and surrounding counties Assist.

EDUCATION

Bachelor of Science in Criminal Justice - (Georgia State University - Atlanta, GA)