

Objective

Work and grow in a reputed organization, which provides challenging and conducive work environment and excellent growth opportunities.

Skills

Ms Office Suite, SQL.

Work Experience

Litigation Support Specialist II

ABC Corporation - October 2012 – April 2014

- Provided litigation support to major law firms.
- Proofread and made corrections to ensure the accuracy of the recognized text of the document.
- Provided litigation support for the US Department of Justice attorneys in the Commercial Litigation Section, assisted DOJ attorneys.
- Received, analyzed, prioritized, process and respond to services served on Citibank.
- Complied with information subpoenas, motions, interrogatories, court orders.
- Hold funds and freeze accounts to assist branches with questions relating.
- Reviewed Military Police Reports & the Military Police Blotter for offenses that may require legal action.

Litigation Support Specialist

Delta Corporation - 2008 – 2012

- Checked in and reviewed all legal & administrative paperwork from battalions & companies.
- Reviewed & drafted specifications for non-judicial punishment & verify the proper punitive articles for courts-martial are used.
- Acted independently, guided & advised battalion & company commanders on the issues of administrative correctives.
- Reviewed charge sheets & coordinated with or assisted unit commanders to ensure that specifications are complete & accurate.
- Prepared background information on the accused & forwarded the completed case packet to the SJA Officer for review.
- Collected & prepared documentation.
- Compiled documents going to the General Courts-Martial Authority to ensure that proper consideration is given to the Soldier.

Education

Associate's in Paralegal Studies - (Tidewater Tech - Virginia Beach, VA)