

ROBERT SMITH

Lead Paralegal I

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SUMMARY

Paralegal specialist to examine case files to determine issues of sufficiency of the evidence and documentation search for legal precedents, analyzing their applicability, conducts research and analysis, prepare advisory opinions for review and approval by attorneys.

SKILLS

Program Management, Paralegal, Administration, Administration, Executive Support.

WORK EXPERIENCE

Lead Paralegal I

ABC Corporation - February 2009 – May 2011

- Served as the primary point of contact Paralegal Specialist in the Office of General Counsel, Habeas.
- Responsible for integrating training programs to ensure paralegals met established objectives.
- Maintained oversight of schedules, performance and skills development for 20 paralegals.
- Assisted legal counsel in representing the government in 240 habeas corpus petitions filed in DC District Court by individuals detained at Guantanamo Bay.
- Reviewed and analyzed complex cases involving legal issues; determined appropriate records and data required for support; developed recommendations and prepared written legal analysis in clear, concise and effective manner.
- Reviewed case files to determine facts, evidence and circumstances of case.
- Conducted extensive legal research, assembled exhibits to insure all relevant issues were fully addressed.

Lead Paralegal

Delta Corporation - 2007 – 2009

- Assisted attorneys in scheduling hearings, depositions and conferences; duties also included pre-interviewing witness and those listed as potential "
- Supervised eight paralegals with similar responsibilities before the Firemans Fund organization decided to outsource all of its legal work.
- Docket control over pharmaceutical and accident lawsuits Manage database of daily electronic correspondences and disseminate appropriate filings to .
- Prepared, summarized, and filed pleadings, discovery, expert reports, deposition transcripts and trial notebooks Distributed and requested settlement .
- Provided work direction of other paralegals and subrogation analysts in supporting difficult to collect accounts Offered expertise and consultation .
- Prepared a variety of legal documents for managing attorneys, Demonstrated ability to gain the clients trust and provide exceptional follow-ups, .

- Daily communication with clients in a variety of client systems, trained employees and managed employees, wrote policies and procedures for .

SCHOLASTICS

- Bachelor's of Arts- (Harvard Kennedy School Executive Education)