

Robert Smith

Certified Paralegal Clerk

PERSONAL STATEMENT

Certified Paralegal with over five years of legal and administrative experience. Demonstrated finance experience in reviewing expenditures, ordering supplies, and preparing training and supply requisitions.

WORK EXPERIENCE

Certified Paralegal Clerk **Lopez McHugh LLP - 2009 - 2020**

Responsibilities:

- Maintain over 250 files, including product liability, mass-tort, and employment law cases.
- Manually and electronically file in both superior and federal courts.
- Order medical records and create client summaries.
- Draft all case correspondence to clients, co-counsel and opposing counsel.
- Conduct initial case interviews with clients.
- Handle all client questions and concerns throughout the case process.
- Draft all discovery, pleadings, and motions for attorney review and completion.

Certified Paralegal **Delta Corporation - 2005 - 2007**

Responsibilities:

- Support two attorneys in their case loads -Participate in client interviews -Data input for document generation -Assemble Trust, Wills, Powers of . Family Law).
- Mary Pope and myself joined Law Firm of Crockett, Oldham, Pope & Donadio, PLLC)., Southern Pines (Domestic/Family Law) Interview clients, counsel .
- motions, orders, lawsuits, etc.).
- Prepared pleadings, subpoenas, and other legal documents for family and criminal cases Managed cases from intake to final trial; created and .
- Personal Injury Firm) Responsible for calendar and all daily appointments for firm Setting up every aspect of PI No-Fault & BI claims, from intake .
- Negotiates settlement with adjusters for both Personal Injury and No-Fault Recovery, filing NOIs Medical specials packages for the defendants .

Education

Associate of Arts in Paralegal Studies - (Coastline Community College - Costa Mesa, CA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Proficient In Microsoft Word, Outlook, And Excel, Experienced With Legal Programs Including Adobe Acrobat.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)