

ROBERT SMITH

Sr. Certified Paralegal

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Sales and Training professional with proven ability to consistently satisfy customer's (internal and external) expectations, and exceed company sales goals. Exceptional written, verbal, and professional communication skills.

CORE COMPETENCIES

Paralegal, Legal Assistant, Administrative Assistant, Management.

PROFESSIONAL EXPERIENCE

Sr. Certified Paralegal

Baurkot & Baurkot - September 2015 – 2020

Key Deliverables:

- Prepare and managing immigration and personal injury law cases.
- Preparation and timekeeping of discovery, preparation of pleadings, motions, and orders.
- Research the availability of, and then obtaining, documents from foreign countries, including visas and passports.
- Maintain close oral and written client contact throughout cases.
- Estate Planning Prepare Living Wills, Durable Power of Attorney.
- Prepare and process and manage all case files for Personal Injury and Medical Malpractice Cases.
- Prepare and process and manage all case files for simple divorce matters.

Certified Paralegal

Delta Corporation - 2014 – 2015

Key Deliverables:

- Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing systems.
- Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system Prepare.
- Strong writing, computer, Database entry for accurate and current reporting; coordinate meetings and organizational skills with clients; drafting.
- Sole employee for civil litigation attorney ranked as one of the top 500 trial lawyers in the United States.
- Legal Eagle in trial transcript analysis, brief writing, legal research, discovery organization, administration, and bookkeeping for civil litigation.
- Used an extensive sales background in business development and potential case review.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- Bachelor of Science in Paralegal Studies - 2015(Peirce College - Philadelphia, PA)