

# ROBERT SMITH

## Senior Litigation Paralegal

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

My objective is to obtain a career with a company where I can grow professionally and be rewarded for my detailed organizational skills, commitment to perform efficient work and my contributions to the establishment. I have a reputation for being an effective leader and maintaining a highly organized, efficient and fully functional office, while keeping all clientele satisfied with the quality of work being produced in the office.

## EXPERIENCE

### Senior Litigation Paralegal

**ABC Corporation - NOVEMBER 2013 - SEPTEMBER 2014**

- Analysis of public records, medical data and financial statements.
- Preparation and filing of various court documents.
- Analyze and review case testimony, evidence and prepare reports and other work product based on the findings.
- Organize documents and coordinate document productions.
- Conduct the Bates-stamping, redaction, duplication and indexing of documents.
- Set up and maintain files which are organized chronologically, numerically and/or by subject matter.
- Work with Practice Support on electronic productions.

### Litigation Paralegal

**ABC Corporation - 2009 - 2013**

- Provide legal and administrative support to a partner practicing insurance defense and civil litigation with a focus on litigation pertaining to construction cases.
- Manage heavy case load and involved in all aspects of litigation support, including but not limited to review and analysis of new files, factual investigation, drafting legal correspondence, drafting discovery requests and discovery responses, drafting settlement documents, medical records review, document management, legal research, trial preparation and attending trial.
- Prepare monthly reports and budget analysis for insurance adjusters.
- Serve as liaison to clients, expert witnesses, insurance adjusters, opposing counsel, court reporters, and government agencies.
- Delegate trial preparation responsibilities to a team consisting of three members.
- Attend attorney-client conferences to build strong relationships with clients, analyze cases and discuss strategies.
- Prepare document production and developed in house strategy which reduced vendor costs.

## EDUCATION

- Diploma - 1996(Satellite High School - Kansas City, MO)

## SKILLS

Extensive Litigation Experience, Hot Docs; MS Word & Wordperfect; Legal Solutions; Excel; Powerpoint; Internet research; Westlaw; State and Federal Court experience; E-Filing.