

Objective

Legal administrative support professional offering versatile office management skills proficiency Microsoft Office programs.

Skills

Training in medical coding and insurance, ambulatory.

Work Experience

Personal Injury Paralegal III

O'Connor, Acciani, & Levy LPA - April 2013 – 2020

- Personal Injury case manager for fast paced law firm with multiple locations.
- Duties included investigating coverage accidents, negotiating settlements with adjusters.
- Maintaining client relationships through sharing information regarding claims process settlement stages.
- Highlights Would perform intakes prospective new clients.
- Built relationship between client and firm.
- liaison between attorney and clients.
- Opened claims with insurance companies subrogation agencies Gathered/ dissected summarized medical records bills Drafted routine correspondence Maintained file folders and filing.

Personal Injury Paralegal III

Delta Corporation - 2009 – 2013

- Assisted in developing blog content and presented a marketing plan to the partners.
- Manage daily interaction and correspondence with more than 200 clients.
- Conduct intake interviews, open cases and manage clients throughout the pre-litigation cycle.
- Landover, MD Involved in the litigation process and discovery, worked extensively with clients and insurance companies.
- Prepare settlement demands Determined the extent of damage covered by insurance policy Gather medical and police reports Made appointments for .
- Office Manager for attorney that specializes in Family Law, Loan Modifications, Bankruptcy and Personal Injury.
- Answered Phones, filed, filed documents at the court, follow up with Loan Modifications, opened Personal Injury Cases,- along with reporting .

Education

Bachelor of Science in Business Administration - (University of Cincinnati - Cincinnati, OH)