

Robert Smith

Personal Injury Paralegal I

PERSONAL STATEMENT

continue career with company that will utilize customer service, hospitality, office administration skills to foster mutual growth and success.

WORK EXPERIENCE

Personal Injury Paralegal I

ABC Corporation - January 2015 - August 2015

Responsibilities:

- Served as paralegal to managing partners in busy litigation practice.
- Acted liaison for all personal injury cases among various internal departments with outside agencies.
- Responsible for case management from intake to settlement or trial.
- Conducted client interviews.
- Performed legal research.
- Drafted legal documents including pleadings, motions, briefs, interrogatories, affidavits, subpoenas, memoranda of law.
- Organized, indexed documents in case file.

Personal Injury Paralegal I

Delta Corporation - 2012 - 2015

Responsibilities:

- Paralegal to managing partners in a busy litigation practice.
- Acted as liaison for all personal injury cases among various internal departments as well as with outside agencies.
- Responsible for case file management from intake to settlement or trial.
- Conducted client interviews and processed client intake forms.
- Performed legal research.
- Drafted legal documents including pleadings, motions, interrogatories, affidavits, subpoenas and memoranda of law.
- Organized and indexed documents in each case file.

Education

B.S. in Political Science & International Affairs - (Florida State University)

CONTACT DETAILS

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

SKILLS

Paralegal, Paralegal,
Microsoft Office, Needles
Case.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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