

ROBERT SMITH

Litigation Support Specialist/Analyst

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

SUMMARY

Dedicated and experienced individual with excellent inner work standards and excellent work ethic. Able to work under pressure in a calm, courteous and professional manner to accomplish company's goals and/or expectations.

CORE COMPETENCIES

Project Management, Legal, Project Analyst.

PROFESSIONAL EXPERIENCE

Litigation Support Specialist/Analyst ABC Corporation - July 2013 – January 2014

Key Deliverables:

- Communicated with Lawyers and Legal Assistants regarding the creation of closing sets, preparation of deal files to send to vendors and uploading files to FileSite.
- Created user accounts in different databases.
- Scanned and OCR documents to databases and send notification emails to all parties once complete.
- Created redactions, convert DAT, tag documents, perform database searches, process, and load data to different databases using proprietary software.
- Performed QC and reprocess failed documents using IPro.
- Prepared and uploaded data to the vendors FTP site as well as send physical media to the vendor.
- Coordinated with vendors regarding processing and conversion requests.

Litigation Support Specialist Delta Corporation - 2008 – 2013

Key Deliverables:

- Provided litigation support to all legal and administrative staff Facilitated outsourcing of jobs that could not be completed in-house.
- Accountable for obtaining legal documents (Medical, X-rays, Billing, Employment Records) for the requesting attorney and opposing counsel.
- Include making seventy to ninety calls per day, entering information into the company database.
- Resolving any issues that may arise via email or telephone.
- Direct and aid in training of short term contract staff, Troubleshoot litigation support software, Coding management, Scanning, CD/DVD mastering.
- Software Concordance Summation Adobe MS Suite iPro ScanIT Photoshop Sanctions II AC/Dsee Opticon Powerpoint.

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- Focus Litigation support regarding marital dissolutions including Cash Available Reports, Marital Standard of Living Reports, Business.

EDUCATION

Bachelor of Arts - (City College of New York - New York, NY)

