

Robert Smith

Certified Paralegal II

PERSONAL STATEMENT

Seeking a position where education, experience and skills can be used to benefit the company. Interaction with others and helping people. Documents files and updates clients when necessary regarding status of case.

WORK EXPERIENCE

Certified Paralegal II

ABC Corporation - February 2014 - November 2015

Responsibilities:

- Draft pleadings and motions, prepare discovery and e-file pleadings in State Court.
- Review documents for responsiveness related to discovery requests.
- Research the location of Defendants in order to facilitate the service of Petitions.
- Prepare documents for production.
- Organize and maintain firm trial calendar and upcoming discovery deadlines.
- Work collaboratively with attorneys to maintain cases and workflow.
- Provide assistance to attorneys in depositions.

Certified Paralegal

Delta Corporation - 2012 - 2014

Responsibilities:

- Draft motions, prepare discovery and e-file pleadings in State and Federal Court.
- Provide assistance to attorneys in court throughout lengthy trials.
- Assist with preparation and attend two week Arbitration in New York City.
- Review documents for responsiveness related to Third Party Subpoena.
- Draft subpoenas and contact process servers in multiple states and counties.
- Assemble voluminous trial exhibits.
- Attend depositions to provide assistance to attorneys.

Education

Legal - (Dona Ana Community College - Las Cruces, NM)

CONTACT DETAILS

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

SKILLS

Microsoft Excel,
Microsoft Office,
Wordperfect, Time
Management, Customer
Relations, Management,
Organizational,
Interpersonal.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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