ROBERT SMITH

Litigation Support Specialist I

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Able to manage and motivate team members to achieve professional growth and goals, both independently and within a cross functional team environment, with emphasis on improving overall efficiency, productivity and organizational consistency.

JUNE 2013 – NOVEMBER 2014
LITIGATION SUPPORT SPECIALIST I - ABC CORPORATION

- Managed operations & production for both court reporting production and video production.
- Responsible for the development of sales strategies and achieving monthly sales targets.
- Synchronize videotaped depositions with the corresponding transcript and hyperlinked exhibits to the text.
- Interacted with clients on a daily basis via phone, email and personal visits.
- Videotaped depositions, meetings, day in the life and site inspections.
- Provided Imaging and electronic serialization of imaged documents for various litigation cases.
- Performed OCR (Optical Character Recognition) of imaged products for user editing.

2010 – 2013
LITIGATION SUPPORT SPECIALIST - DELTA CORPORATION

- Responsible for supporting attorneys, paralegals and other legal professionals in trial presentation by using various litigation support tools and software.
- Summarize deposition testimony and evidentiary materials.
- Synchronize videotaped depositions with the corresponding transcript and hyperlinked exhibits to the text.
- Indexing and tabbing data with trial presentation softwares / databases such as LiveNote, Sanction, Summation, TrialDirector and other popular software.
- Edit videotaped depositions for quick playback for the judge and jury.
- Maintain a calendar for trials, mediations, arbitrations, and depositions.
- Obtain records pursuant to TRCP Rule 203 and by authorization; keep track of all requests by utilizing MR8.

EDUCATION

Bachelor of Science in Political Science - (INDIANA UNIVERSITY - Bloomington, IN)

SKILLS

Typing 35 Wpm, Microsoft Office, Microsoft Word, Administration, Reception, Clerical Duties.