

Robert Smith

Lead Paralegal II

PERSONAL STATEMENT

Using my experience, skills and expertise in a professional office. Monitors, reviews, and advises on, the pre-trial and trial cases, issues, and processing of military justice.

WORK EXPERIENCE

Lead Paralegal II

ABC Corporation - January 2000 - August 2002

Responsibilities:

- Provided legal support to all levels of the company by negotiating legal issues of agreements.
- Drafted and revised library sales contracts.
- Maintained foreign trademarks and domain names.
- Researched, implemented and managed contract management procedure for all contracts.
- Reviewed contracts and oversaw contract management process.
- Supervised and coordinated document production for Initial Public Offering, acquisitions, private financial transactions, and bankruptcy proceedings.
- Organized and prepared closing books.

Lead Paralegal

Delta Corporation - 1996 - 2000

Responsibilities:

- Family Law, Personal Injury, Criminal, Bankruptcy, Estate Planning Duties Extensive file management, filing in both civil and federal courts.
- Currently handling medical mal-practice, personal injury, civil litigation, workers compensation, domestic, civil and civil right cases.
- As I am the only full-time legal staff member, I also answer, s teen and address all incoming calls.
- Legal research, new client scheduling and interviews, case correspondence, doctor investigations, review medical documents, draft legal documents and.
- Quickly moved from a general paralegal with no experience to the lead paralegal I have trained myself with each new task assigned as well as trained.
- Skills Used Computer/technical literacy Strong interpersonal skills Strong attention to detail Exceptional leadership skills The ability to function.
- Draft correspondence, pleadings, Subpoenas, Discovery, schedule mediations, depositions and appointments for attorney as well as assist attorney in.

CONTACT DETAILS

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

SKILLS

Management,
Distribution, Inventory
Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Certified Paralegal - (Denver Paralegal Institute - Denver, CO)