

ROBERT SMITH

Sr. Litigation Support Specialist

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

SUMMARY

To obtain a Litigation Support Specialist position with a company that will utilize multiple years of automated litigation support experience.

CORE COMPETENCIES

Budget Projection, Clearwell Certified Administrator.

PROFESSIONAL EXPERIENCE

Sr. Litigation Support Specialist

ABC Corporation - January 2008 – June 2012

Key Deliverables:

- Developed, implemented and managed the startup of litigation technology services for 240 attorneys and paralegals.
- Oversaw and supported litigation-specific document management and transcript software programs.
- Created annual strategic plan for near- and long-term growth, working with section and administrative management to ensure compatibility with existing resources/security protocols to meet strategic goals.
- Researched and developed strategic alliances to keep senior management updated on industry trends.
- Implemented new technologies such as Clearwell to improve efficiency and reduce cost.
- Interfaced with forensics experts with strict adherence to defensible, data chain-of-custody standards.
- Assisted clients in developing a culture of litigation readiness pertaining to electronic data infrastructure and data stores.

Litigation Support Specialist

Delta Corporation - 2004 – 2008

Key Deliverables:

- Litigation Support/Technology Specialists Managed eDiscovery cases and the process of the resulting data through review and production.
- Prepared plans for case-specific litigation support for on-site trials, and US Senate hearings Assisted end-user/client in developing project.
- Supervised a team of six; Ensured that all employees maintained complete knowledge of and followed all company and departmental policies.
- Worked directly with CEO, Paralegals, and Attorneys to help manage all administrative duties related to the position.
- Job Responsibilities Provided carrier support to law offices for classified material Maintained supply inventory Performed preventive maintenance.
- Responsible for providing new and innovative strategies to improve team functionality.

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- Responsible for providing duplication and organization of legal projects for over 75 partners, associates, paralegals and secretaries.

EDUCATION

- Biology and Mathematics - (Carson-Newman College - Jefferson City, TN)