

ROBERT SMITH

Personal Injury Paralegal II

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Seasoned professional who takes initiative to research assess cases Manage large case load with minimal supervision Articulate communicator who fluently speaks English and Spanish connects with clients Detailed oriented with excellent research, investigative, reporting skills.

FEBRUARY 2010 - NOVEMBER 2013

PERSONAL INJURY PARALEGAL II - ABC CORPORATION

- Prepare demands, complaints, motions, exhibits, memoranda (i.e. analyzing summarizing search results), complex legal documents, correspondence.
- Follow case from inception to settlement/judgment - all while, assessing cases so that maximum recovery client satisfaction is achieved.
- Independently conduct client intakes, ability handle pressure, interruptions ,multiple projects while frequently changing priorities , deadlines.
- Formed and mediate relationships aid effective communication with defense counsel, clerks, judges chambers, adjusters, process servers, messengers, attorneys support staff.
- Correspond directly with COBC, CMS, MSPRC in personal injury matters in order to process settlements expeditiously.
- File PIP, liability, UM, UIM claims complaints with several state agencies and municipalities (i.e.

2008 - 2010

PERSONAL INJURY PARALEGAL II - DELTA CORPORATION

- Personal injury law, including analyzing and abstracting medical records.
- communication with clients, insurance adjusters, medical providers, and first responders; drafting correspondence, litigation, settlement proposals, .
- Report directly to four attorneys with broad ranged responsibilities that encompass the timely and complex preparation of cases from discovery of .
- Handled all aspects for both pre-litigation and litigation files for over 100 cases; Conducted client intake, Docket calendar; Scheduled Depositions; .
- Responsible for initial client interview and follow-up; Responded and prepared Interrogatories and Document Demands; Extensive client and expert .
- Draft, file and serve complaints in South Carolina and Georgia Prepare discovery requests and responses Schedule mediations and depositions Prepare .
- Baltimore MD, August 2014 - present Handling medical record requests and indexing medical records, obtaining Medicare and health insurance liens, .

EDUCATION

B.S. in Legal Studies - (University of Maryland University College)

SKILLS

Needles, Microsoft Office, Summation.