

## PERSONAL DETAILS

---

Name: Jillian Howell  
Residential Address: 18715 Mill Grove Drive, Noblesville, IN 46068  
Mobile: (317) 496-7292

## CAREER OBJECTIVE

---

To obtain a position that will enable me to pursue my strong organizational skills, education, and work background to thrive in a team-oriented environment.

## EDUCATION HISTORY

---

Aug 2004 – Aug 2006 **Indiana University**, Indianapolis, IN  
Political Science Associates Degree  
Paralegal Certification  
Deans List 2005 & 2006

Aug 1996 – May 2000 **North Central High School**, Indianapolis, IN  
High School Diploma equivalent

## WORK EXPERIENCE

---

April 2020 – Present **Stewart Phelps Wood Injury Lawyers**, Indianapolis, IN  
Personal Injury Paralegal

- ⊙ Provide Civil litigation and discovery for 500+ cases
- ⊙ Oversee two legal assistants with their case load
- ⊙ Compile client information in our Case management software
- ⊙ Examined the medical records and summarize in chronological order one (1) attorney

January 2017 – April 2020 **Banks & Brower, LLC**, Indianapolis, IN  
Criminal Defense Paralegal

- ⊙ Draft Motions, Pleadings & Notices for the attorney
- ⊙ Arrange depositions with the prosecutor and our office and transcribe
- ⊙ Open new case files
- ⊙ Handle incoming phone calls
- ⊙ Handle all scheduling and the calendar for 3 attorneys

June 2012 – January 2017 **Stewart & Stewart Attorneys**, Carmel, IN  
Senior Mass Tort Paralegal

- ⊙ Provide Civil litigation and discovery for 500+ cases
- ⊙ Oversee two legal assistants with their case load
- ⊙ Compile client information in our Case management software
- ⊙ Examined the medical records and summarize in chronological order one (1) attorney
- ⊙ Paid invoices for the medical records department
- ⊙ Gave management support for my 4 employees in medical records
- ⊙ Maintain all the records requests for the entire office of 25+ paralegals

Sept 2010 – June 2012 **Keller & Keller Law Firm**, Indianapolis, IN  
Disability Paralegal

- ⊙ Manage documents and medical records for 200+ clients
- ⊙ Establish relationships with new clientele
- ⊙ Update and manage the court calendar for 5 attorneys
- ⊙ Compile client information in a Case management software
- ⊙ Order all medical records and submit them to the hearing office
- ⊙ Organize and upload multiple case exhibits and medical records
- ⊙ conduct potential client intakes.

Aug 2009 – Aug 2010 **Wagner Reese Law Firm**, Carmel, IN

Intake Coordinator & Legal Assistant

- ⊙ Conducted potential client intakes
- ⊙ Compile client information in a Case management software
- ⊙ Mailed introductory paperwork and forms for new clients
- ⊙ Draft pleadings and correspondence
- ⊙ Audio Dictation
- ⊙ Schedule appointments for 3 attorneys

May 2007 – Jan 2010

**Interactions Corporation**, Austin, TX & Carmel, IN  
Senior Intent Analyst & Team Lead

- ⊙ Audio Dictation
- ⊙ Handle all incoming and outgoing phone call
- ⊙ Arrange weekly time sheets
- ⊙ Helped open and staff a new office in Austin, Texas

## SKILLS

---

**Computer Skills:**

- ⊙ Case Management Software, i.e., Needles, Clio Trial Works
- ⊙ Microsoft Office
- ⊙ WordPerfect X4
- ⊙ Outlook
- ⊙ Lotus Notes
- ⊙ Libre Office
- ⊙ Adobe Acrobat