

Ryan S. Chung

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EDUCATION

University of California, Riverside
Bachelor of Arts, Political Science

2013 – 2017

WORK EXPERIENCE

Park | Guenthart

Legal Assistant

Brea, CA

2018 – 2020

- Scheduled hearings, depositions, and medical-legal evaluations
- Prepared trial exhibits, Notices of Hearing, medical indexes, subpoena, and settlement documents
- Experience with DWC Medical Unit for panel requests, objections, and replacements
- Experience with e-filing court documents such as DOR's, C&R's, and Stipulations
- Corresponded with employers, insurance companies, lien claimants, doctors, and attorneys

Jones Legal, Inc.

Legal Administrative Assistant

Rancho Cucamonga, CA

2017 – 2018

- Performed routine administrative tasks such as calendaring appointments and organizing documents
- Corresponded directly with attorneys, clients, marketers, lien claimants, and government entities
- Handled client intakes and other client-related affairs such as responding to client inquiries
- Gathered medical records, drafted demand letters, and negotiated medical liens
- Prepared pleadings, notices, requests, and proposed orders for litigation

LEADERSHIP SKILLS AND ACADEMIC INVOLVEMENTS

Professional Fraternity Council

Vice President

Riverside, CA

2016 – 2017

UC Riverside Pre-Law Chapter of Phi Alpha Delta, Int.

Director of Membership

Riverside, CA

2015 – 2016

Chairs of Professional Activities, Athletics, and Webmaster

2014 – 2015

Wishmakers on Campus

Secretary

Riverside, CA

2014 – 2015

TECHNOLOGIES

Python



Django | Matplotlib | pandas

Jinja

JavaScript



React

SQL



PostgreSQL

Git

Docker

Heroku

AWS S3