

Litigation Paralegal Litigation Paralegal Litigation Paralegal - Kane Pugh Knoell Troy & Kramer LLP  
Berwyn, PA Certified paralegal with a background in Malpractice and Personal Injury Defense  
Litigation. Seeking a challenging position with room for career growth. Looking to expand  
knowledge of civil procedure including but not limited to litigation. Work Experience Litigation  
Paralegal Kane Pugh Knoell Troy & Kramer LLP - Norristown, PA June 2018 to Present Supported  
five associates in civil litigation defense matters for medical malpractice, legal malpractice, and  
personal liability cases from pre-complaint to trial with an average case load of over 60 cases  
Drafted discovery motions and standard court pleadings in accordance with court rules Filed  
pleadings in Pennsylvania Courts of Common Pleas across multiple counties including Philadelphia,  
Montgomery, Berks, Bucks, and more as well as Appellate and district courts of Pennsylvania  
Procured, organized, and reviewed medical, legal, and employment records through subpoena  
services Assisted in deposition scheduling and preparation with opposing counsel Prepared  
extensive trial exhibits digitally and hard copy Retain expert witnesses for IME and expert  
reporting and supplied with relevant case information Prepared Superior and Supreme Court briefs  
and reproduced records with blue book citations Drafted correspondence to clients, opposing  
counsel, co-counsel, claims representatives via mail, email, and fax Perform case law and  
statutory legal research through Lexisnexis Perform extensive background searches on Plaintiffs  
and other case parties through social media, docket searches, and internet research Administrative  
Assistant Stillwater Capital Advisors - Devon, PA February 2018 to June 2018 Assisted boutique  
Capital Advising firm with administrative duties such as application filings on a temporary basis  
Aided in database transfer research on stocks, bonds, mutual funds, and other financial data  
needed for migration Maintained client estates, trusts, personal, 401k, and IRA, account  
information. Home Retention Paralegal KML Law Group, P.C - Philadelphia, PA September 2017 to  
February 2018 Prepared and supplied results to clients for court mediation hearings across all  
counties in Pennsylvania Responded to client inquiries professionally and promptly to keep the  
client informed of the status of the foreclosure process via on-line systems, e-mail and telephone  
Prepared and sent reinstatement and payoff figures to borrowers Maintained accurate records in

both client systems interface and firm system of record. Nanny The Mountain Family - Radnor, PA June 2015 to August 2017 Supervised three children of varying elementary school ages Safely transported children from school and extracurricular activities Completed other related tasks as requested by employers Note Taker Kutztown University of Pennsylvania - Kutztown, PA February 2015 to May 2015 Took clear and concise notes for students with disabilities Uploaded notes within 24 hours of the class Administrative Assistant/ Database Administrator Assigned Counsel Inc - Wayne, PA June 2012 to January 2015 Managed legal and corporate contracts for a Legal Staffing Agency on a temporary contract Collected data from records and research Kept neat records of all input data and results Education Paralegal Certification Villanova University - Villanova, PA May 2018 Bachelor of science in Criminal Justice Kutztown University May 2017 High school or equivalent Bishop Shanahan High School - Downingtown, PA May 2013 Skills Microsoft Office Suite, Adobe Acrobat Pro, LexisNexis, Worldox, Outlook, Discovery, Tabs3, Personal Injury, Docketing, Filing, Billing Certifications/Licenses ABA Accrediated Paralegal Certification May 2018 to Present

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