

Ashley R. Earl, B.F.A.

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New Gloucester, ME 04260
207-615-8888
aearlr@gmail.com

SKILLS/APPS: Notary Public, Neos, SmartAdvocate, TrialWorks, SharePoint, OneDrive, Zoom, Adobe Photoshop/Lightroom/Bridge. Excellent typing speed.

EXPERIENCE: 2024 - Current: ***Garmey Law***, Portland, Maine
Paralegal

- Manages personal injury portfolios from start to finish, communicates directly with clients, insurance companies, attorneys, medical providers, private investigators, and experts;
- Drafts settlement demands, discovery, and motions, proofreads, finalizes, researches, and gathers pertinent file materials such as the client's medical records, bills, taxes, photos, police files, and liens, and create medical chronologies and billing indexes;
- Team player, resourceful, and maintains an independent workflow;
- Highly detail-oriented with superb organizational skills, ability to multitask and meet deadlines;
- Coordinate depositions, mediations, client and other appointments on the firm's calendar.

2023 - 2024: ***Westbrook Housing***, Westbrook, Maine
Assistant Property Manager

- Assisted the compliance team, met with residents, collected and entered rent checks, processed monthly delinquencies, had a presence at office hours at numerous buildings, assisted property managers with waitlists, conducted background checks, and facilitated resident orientation meetings. Additionally, I fully managed the pest schedule and incoming pest complaints.

2022 - 2023: ***Gideon Asen LLC***, Auburn, New Gloucester, Maine
Paralegal

2009 - 2022: ***MacAdam Jury, P.A.***, Portland, Freeport, Maine
Paralegal

EDUCATION: 2005 - *Maine College of Art*, Portland, Maine
2009 Bachelor's of Fine Art in Photography