

IAN ATKINSON-YOUNG

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OBJECTIVE

To attain a position in the greater Portland area where I can continue to build upon my skills as a paralegal, and to be a valued member of my team.

EDUCATION

Attorney Assistant Training Program, UCLA Extension, October 2005- September 2006.
American Bar Association-approved paralegal certificate earned.

Bachelor of Arts in Humanities with an emphasis in Music, 2005
University of Southern California, Los Angeles, CA (3.42 GPA)

EXPERIENCE

Cotchett, Pitre & McCarthy, LLP, Burlingame, CA

Paralegal, February 2007 – Present; Temporary Case Assistant, November 2006 – February 2007

Responsibilities include:

- Overseeing other paralegals in complex litigation in California State Court and Fed. Multidistrict Litigation
- Drafting pleadings and discovery requests and responses
- Assisting attorneys in preparation for hearings and depositions
- Drafting correspondence to, and conducting interviews with clients
- Performing internet research for potential and active cases
- Reviewing and producing client documents and managing electronic databases
- Reviewing opposing parties' documents
- Managing case calendars
- Analyzing expert damages models
- Filing documents with court, both in person and via electronic filing systems such as PACER

Law Firm of Horton & Lines LLP (n/k/a Horton & DeBolt LLP), Chatsworth, CA

Office Services Clerk, November 2005-October 2006

Responsibilities included:

- Performing filing
- Answering telephones
- Managing firm's calendar and case calendars
- Processing mail
- Communicating with clients and opposing counsel
- Filing documents with Court
- Providing day-to-day office and administrative support to attorneys and staff
- Assisting in troubleshooting firm-wide database and network issues

Office of U.S. Senator Barbara Boxer Los Angeles, CA

Intern, June- August 2005

Responsibilities included:

- Reading & sorting letters from constituents by issue
- Editing letters to constituents
- Reading & categorizing newspaper articles
- Responding to constituent phone calls
- Performing data entry

SKILLS

- Excellent writing and editing ability
- Excellent oral communication skills
- Demonstrated ability to learn new skills effectively
- Effective both as an independent worker and a team member
- Ability to learn computer programs quickly
- Excellent research and analytical skills
- Experience with Microsoft Word, Outlook, Excel, WordPerfect, Relativity, Summation, PACER, and document management systems
- Excellent problem-solving skills and attention to detail

REFERENCES: Available upon request.