

Josephine Vazquez

14315 SW Sexton Mountain Dr., Apt. D, Beaverton, Oregon 97008 | (702) 419-5762 | josie.vazquez@yahoo.com

Summary

Certified paralegal with twelve years of legal experience, seeking to secure a challenging litigation paralegal position in the Portland, Oregon Metro area.

Professional Experience

PARALEGAL | GLEN J. LERNER INJURY ATTORNEYS, LAS VEGAS NEVADA | AUGUST 2013 – JULY 2013

- Paralegal to two senior associates and up to three associates specializing in personal injury litigation.
- Responsible for coordinating the retention of expert consultants.
- Monitoring and tracking of discovery and trial deadlines.
- Extensive document management and the maintaining of summaries and spreadsheets.
- Draft discovery for attorney review; including, but not limited to, interrogatories, requests for production, requests for admissions, subpoenas duces tecum and responses/objections thereto.

PARALEGAL | WOOD, SMITH, HENNING & BERMAN, LLP | JULY 2009 – AUGUST 2012

- Litigation paralegal to two partners and up to seven associates, practicing in complex construction defect litigation.
- Assist in all stages of civil litigation process, from inception to trial.
- Manage electronic and hard copy trial exhibits (both in-house and utilizing outside vendors).
- Supervise and observe site inspections in complex construction defect cases.
- Responsible for document analysis and heavy document management.
- Draft discovery for attorney review; including, but not limited to, interrogatories, requests for production, requests for admissions, subpoenas duces tecum and responses/objections thereto.
- Completion of legal research and preparation of memoranda.

PARALEGAL | WALSH & FURCOLO, LLP | JUNE 2008 – AUGUST 2009

- Paralegal to two attorneys, specializing in general civil litigation matters.
- Assist in all stages of civil litigation process, from inception to trial.
- Manage electronic and hard copy trial exhibits (both in-house and utilizing outside vendors).
- Supervise and observe site inspections in complex construction defect cases.
- Responsible for document analysis and heavy document management.
- Draft pleadings for attorney review; including, but not limited to third-party complaints, answers, motions to compel, proposed orders and stipulations.
- Draft discovery for attorney review; including, but not limited to, interrogatories, requests for production, requests for admissions, subpoenas duces tecum and responses/objections thereto.

LEGAL SECRETARY

- Extensive e-filing in U.S. and District Courts.
- Calendaring in accordance with applicable codes.

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PARALEGAL/LEGAL SECRETARY | MILLS & MILLS, LLC | NOVEMBER 2007 – JUNE 2008

- Provide support to two partners and three associates. Specializing in family law matters and court appointed child abuse and neglect matters.
- Heavy client relations.
- Draft legal documents for attorney review; including but not limited to complaints, answers, motions to compel, proposed orders and stipulations.
- Draft discovery for attorney review; including, but not limited to, interrogatories, requests for production, requests for admissions, subpoenas duces tecum and responses/objections thereto.
- Preparation of trial binders, trial exhibits and notebooks for oral argument.

PARALEGAL | HAMRICK & EVANS, LLP | SEPTEMBER 2003 – OCTOBER 2007

- Litigation paralegal to two partners and up to seven associates, practicing in complex construction defect litigation.
- Assist in all stages of civil litigation process, from inception to trial.
- Manage electronic and hard copy trial exhibits (both in-house and utilizing outside vendors).
- Responsible for document analysis and summarization of litigious documents.
- Draft discovery for attorney review; including, but not limited to, interrogatories, requests for production, requests for admissions, subpoenas duces tecum and responses/objections thereto.
- Review and classify voluminous document productions.

Additional Experience and Qualifications

- Experience in Plaintiff toxic mold matters.
- Real estate insurance defense.
- Customer service and extensive client relations involving loan origination and various other real estate documents.

Professional Certifications

MARCH 2002 | LOS ANGELES VALLEY COLLEGE

Certified Paralegal

Professional Licenses

2006 - 2007 | LAS VEGAS, NEVADA

Licensed Realtor, GLVAR