

KORI STEVENS

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PROFESSIONAL SUMMARY

Well organized and detail-oriented **Paralegal** with experience preparing defense litigation case files for trial. Effectively handles multiple tasks and projects with ability to work with interruptions. Adapts to changing priorities in fast-paced office environment. Adept at learning new software programs, applications easily. A team player that contributes to a positive office-team dynamic.

PROFESSIONAL EXPERIENCE

9/08 – 5/10 **Paralegal – Dunn Carney Allen Higgins Tongue, LLC, Portland, OR**

- Drafted correspondence to clients, co-counsel, experts, witnesses, agencies and organizations involved in litigation.
- Communicated with experts and witnesses and coordinated scheduling of depositions, independent medical exams, pre-trial conferences and trial.
- Performed background investigations utilizing Accurant and Open Online. Identified, located and interviewed potential witnesses.
- Conducted legal and medical research.
- Drafted subpoenas and assembled responsive documents to discovery requests. Electronically filed documents via Pacer, CM/ECF.
- Maintained calendar of deadline dates for responsive pleadings/motions, court appearances and other critical deadlines.

5/05 – 7/08 **Paralegal – Foley & Mansfield, PLLP, Minneapolis, MN**

- Analyzed and summarized depositions, medical, financial and workers' compensation records for case file investigation and analysis.
- Coordinated multifaceted office functions including managing court calendar, retaining court reporters and scheduling depositions.
- Lexis Nexis firm administrator for online service and filing of pleadings and discovery with court.
- Performed legal and factual research. Basic Westlaw research capability.
- Managed litigation projects involving document productions; incorporated documents into Summation legal research database for easy retrieval, attorney research purposes.
- Set up, organized files for clients and calendared key deadlines into Abacus Calendaring software.
- Assisted client reporting and medical records paralegals.

PROFESSIONAL EXPERIENCE *(continued)*

6/96 – 1/04 **Computer Operator/Bookkeeping Assistant – Richfield Bloomington
Credit Union, Richfield, MN**

- Operated and updated Credit Union computer system (BANKSERV) daily without management supervision.
- Operated proof machine and verified balances and general ledger daily, including savings bonds and cashier checks. Responsible for running business account deposit transactions and assisting members with account discrepancies.
- Provided administrative support for members in Operations and Bookkeeping departments answering phones, filing, sorting mail, and overseeing safe deposit box area including access to vault. Entrusted to lock and arm security system of Credit Union every evening.

EDUCATION

Minnesota Paralegal Institute-Paralegal Certificate
American Bar Association approved

University of Minnesota-Bachelor of Arts
Major: History