**Katelyn Pamela Steiger**

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**Summary of Skills**

* Works accurately and efficiently in a fast paced environment.
* Experienced with both Macs and PCs.
* Consistently uses Word, Pages, Excel, Numbers and Adobe Acrobat.
* Typing speed 60 wpm.
* Trained on most office equipment including: computers, scanners. copiers, fax machines, etc.
* Skilled writer and proofreader.
* Self-motivated and problem solver.
* Strong verbal communicator and presenter.

**Office Support Experience**

**Fahnert, LLC,** Chicago, IL 07/10 – Present

**Paralegal**

* Responsible for the office calendar. Dockets all upcoming court appearances, deadlines, client intake interviews and all other events. Takes extra care to keep attorneys abreast of upcoming events.
* Responsible for answering, transferring, and taking messages for all inbound phone calls. Provides a high level of customer service to potential clients that are contacting the office. In charge of prescreening potential clients by asking informational questions and transcribing information into internal contact database.
* In charge of reviewing all incoming mail, scanning documents to network, and distributing mail to correct party. Responsible for drafting correspondence and sending out mailings.
* Drafts initial dissolution documents, including but not limited to: petitions for dissolution of marriage, domestic relations cover sheets, summonses, answers, appearances and affidavits of military service.
* Regularly files court pleading, drops off courtesy copies and schedules court appearances.
* Daily preparation for attorney’s court appearances by providing applicable documents to attorney prior to appearance. Frequent preparation of hearing and trial binders.
* Communicates directly with opposing counsel, clients, child reps and all other parties in order to advance cases.
* Participates in and conducts office case meetings in order to develop case strategies, track upcoming court appearances, and assign case tasks to respective coworkers.
* Manages the law firm calendar. Inputs all upcoming events into shared calendar including discovery close/updates dates, initial client interview dates, court appearance dates, and courtesy copy drop dates, etc. Sets reminders for upcoming events to attorneys’ personal calendars.
* Responsible for all office bookkeeping including weekly reconciliations of trust account and operating account, generating reports, categorizing transactions, and entering payables and receivables. Calls in payroll to Paychex on a weekly basis.
* Experience preparing for trials including preparation of trial exhibits, drafting and exchanging witness lists and exhibit lists.
* Routinely drafts complex motions, pretrial memorandums, custody judgments, and marital settlement agreements.

**Law Offices of Gerald P. Nordgren,** Chicago, IL07/10 – 07/11**Paralegal**

* Answered all incoming calls, took messages, and transferred calls. Made outgoing calls to clients, opposing counsel, and other parties.
* Created court documents in mortgage foreclosure defense cases. Frequently, the supervising attorney was appointed as personal representative for deceased mortgagors in foreclosure cases. In an effort to act in the best interest of the defendant/decedent we would reasonably inquire into the state of the decedent’s ability to defend the action and subsequently prepare the applicable documents for court. These documents typically included a Report of Personal Representative and Motion for Discharge.
* In charge of office bookkeeping through reconciling accounts on QuickBooks. Completed quarterly business taxes and employee/contractor tax returns.
* Kept case files clutter free, organized and up to date. Maintained filing system while identifying areas for improvement and implementing new processes.
* Responsible for creating a case management system for Special Commissioner Sale cases. These were Federal cases post foreclosure where the bank attempts to sell the property. At any one time, we would have fifteen to twenty five cases at different stages in the process. I implemented a necessary system to organize these cases into their respective stages in order to efficiently bring them to a close.
* Commonly prepared petitions for dissolution of marriage, answers to petitions for dissolution of marriage and subsequent pleadings.

**Other Work Experience**

* **Server, Adesso,** Chicago, IL
* **Server, Frankie’s Scaloppine,** Chicago, IL
* **Chef, Broder’s Cucina Italiana**, Minneapolis, MN
* **Child Caretaker, Kid’s Place,** St. Louis Park, MN

**Education**

**Minnesota School of Business,** Plymouth, MN (online program)

**B.S. Paralegal Studies, 2010**