Dottie Hook

13160 SW Tapadera Street

Beaverton, OR

727-580-3171 - [hookdottie@yahoo.com](mailto:hookdottie@yahoo.com)

**Objective:**

Experienced Legal Assistant seeking a full-time position with emphasis on personal injury defense and/or plaintiff and litigation.

**Skills:**

Proficient in Word, Word Perfect, Amicus, PC Law, Outlook, E-filing and dictation.

**Characteristics:**

* Team player who is dependable
* Resourceful and a quick learner
* Detail-oriented and self-directed
* Works well under pressure and effectively communicates with court personnel, experts, opposing counsel, clients and witnesses
* Excellent time management skills

**Professional Experience:**

**Bruce Austin, Austin, Roe & Patsko, P.A. – St. Petersburg, FL 06/2012-05/2013**

* Drafted discovery requests and responses;
* Scheduled independent medical examinations;
* Trial preparation;
* Coordinated and subpoenaed experts for trial;
* Drafted pleadings, trial documents, correspondence and motions;
* Electronically filed documents;
* Billed for work performed.

**Delcamp & Worman, P.A. – St. Petersburg, FL 03/2007-11/2011**

* Scheduled hearings, depositions, independent medical exams and Mediations;
* Drafted pleadings, trial documents, correspondence and motions;
* Drafted discovery requests and responses;
* Subpoenaed medical, insurance and employment records;
* Communicated with client, opposing counsel, courts and claims adjusters;
* Calendaring and dictation;
* Billed for work performed.

**Brasfield, Fuller, Freeman & O’Hern – St. Petersburg, FL 2003-02/2007**

* Scheduled hearings, depositions, independent medical exams and Mediations;
* Drafted pleadings, trial documents, correspondence and motions;
* Drafted discovery requests and responses;
* Subpoenaed medical, insurance and employment records;
* Communicated with client, opposing counsel, courts and claims adjusters;
* Calendaring;
* Billed for work performed.

**Delcamp & Siegel, P.A. – St Petersburg, FL 1996-2003**

* Scheduled hearings, depositions, independent medical exams and Mediations;
* Drafted pleadings, trial documents, correspondence and motions;
* Drafted discovery requests and responses;
* Subpoenaed medical, insurance and employment records;
* Communicated with client, opposing counsel, courts and claims adjusters;
* Calendaring and dictation;
* Billed for work performed.

**Paul C. Scherer, Esq. – St. Petersburg, FL 1986-1996**

* Communicated extensively with clients, attorneys, courts and physicians;
* Performed client in-take;
* Scheduled hearings, depositions and Mediations;
* Drafted pleadings, trial documents, correspondence and motions;
* Drafted discovery requests;
* Drafted authorizations for medical, insurance and employment records;
* Communicated with client, opposing counsel, courts and claims adjusters;
* Calendaring and dictation.

**Community Law Program**: 1 year (grant)

Management of two legal clinics, client intake, communicated with law offices regarding pro bono services, file organization, typing and phones.

**Bayfront Medical Center**: Nuclear Radiology/Ultrasound Dept. – 1 year

Scheduling, typing, chart review, communicate with nurses, Radiology Dept., nuclear radiology Dept. and Ultrasound Dept.

**Education:**

SPJC - Introduction to Paralegal Studies; Estates & Guardianships; Legal

Research & Writing;

Correspondence Class - Creative Writing (children’s literature)

Publications: AIM Magazine – “Althea Gibson – A Pioneering Woman”; The Paraclete – case analysis; The Islander – “Silas Dent”