# Objective

To obtain employment in the legal field

# Skills

# Proficient in Word, Excel, Worldox, Case Management, CJIS, Accurint, LEXIS, E-filing, and dictation.

# Experience

## Paralegal, Banker Lopez Gassler, P.A., St. Petersburg, FL April 2009 – May 2013

* Drafted discovery requests and responses;
* Drafted pleadings, motions and trial documents;
* Subpoena records;
* Review/summarize records;
* Electronically filed documents;
* Trial preparation;
* Coordinate experts for trial;
* Billed for work performed.

## Legal Assistant/Paralegal, McDermott Law Firm, St. Petersburg, FL April 2002 – March 2009

* Client Intake;
* Opened and maintained files;
* Calendaring;
* Drafted motions, affidavits, witness statements and subpoenas;
* Drafted discovery requests and responses;
* Analyzed discovery responses;
* Trial preparation.

# Education

## St. Petersburg College, St. Petersburg, FL

Graduated Cum Laude May 2013 A.S. Paralegal Studies; Member of Phi Theta Kappa.

**References:**

Excellent references available upon request.