Omar A. Vallejo

Litigation Support Professional

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Work Experience

Litigation Support Specialist

Federal Defense Program, Inc.

Atlanta, GA

March 2021 to Current

- Support legal teams with litigation support databases while promoting effective use of litigation technology.
- Handle inbound eDiscovery: file organization, OCR processing, multimedia processing, data analysis, file encryption removal.
- Responsible for responding to escalated issues to support attorneys.
- Maintain secure inventory and logging of electronic evidence.
- Build presentations in PowerPoint and TrialDirector to use in court.
- Manage trial presentation in courtroom alongside the legal team.
- Host training sessions for staff on software used in the courtroom.
- Create scripts to automate repetitive data-entry tasks for staff.
- Perform routine computer maintenance in office alongside of the Systems Administrator.

Litigation Support Specialist

Trial Exhibits, Inc.

Atlanta, GA

August 2019 to December 2020

- Oversaw and managed use of deposition transcripts, exhibits, video depositions, graphical presentation of exhibits and trial presentations.
- In charge of inventory of presentation equipment in the office.
- Managed trial presentation in courtroom alongside the legal team.
- Coordinated Focus Groups (catering, venues, and lodging) for 50+ people per event.

Lead Computer Repair Technician

Columbus State University

Columbus, GA

April 2017 to May 2019

- Supervised 4 employees: in charge of training and scheduling.
- Hardware and software troubleshooting, repair, upgrades and support.
- Cornerstone for managing the setup of video and audio systems.
- Advised and made recommendations of computers, software, and additional hardware according to their needs and financial budget.

Skills and Competencies

- Bilingual – English & Spanish • Supervisor Experienced • Team Player • Detailed Oriented
- Excellent Organizational Skills • Strong Problem Solver • Project Planner • Training Development
- Client Satisfaction Determined • Programing Experienced • Excellent Troubleshooting Capabilities
- Litigation Experienced • Advanced Presentation Skills • Mac and Windows OS Experienced • Active Directory
- Advanced Microsoft Office Suite • Google Suite Knowledgeable • Adobe Illustrator & Photoshop

Educational Background

Bachelor of Science | Information Technology

Columbus State University - TSYS School of Computer Science

August 2015 – May 2019