# ***Omar A. Vallejo***

*Litigation Support Professional*

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| *https://culouis2.github.io/* | | | *706-575-5987* | *oVallejo2019@gmail.com* |
| **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. | | |

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| 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. |

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| 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