
Patrisha Hilliman
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Summary of Qualifications:

- ⤴ Certified Paralegal with strong legal background.
- ⤴ Human Resource and management experience.
- ⤴ Excellent organization and multi-tasking skills.
- ⤴ Excellent written and verbal communication skills.
- ⤴ Ability to work well independently and within a team environment.

Dialysis Work Experience:

December 2007 - Present ~ Senior Human Resource Assistant – Town of West Hartford, CT

- ⤴ Responsible for overseeing the application, testing and validation of skills in the recruiting programs and providing support to recruiting candidates and on-boarding of new hires.
- ⤴ Prepares offer letters, performs background checks and drug screening processes and other departmental administrative duties as necessary.
- ⤴ Handles all employee record-related transactions to ensure soft (HRIS) and hard files are up to date and notifies appropriate personnel of new hires and terminations to activate or deactivate the necessary systems and business tools and processes.
- ⤴ Delivers on-boarding information to new hires to ensure understanding of benefits and programs and coordinates on-boarding schedule for new hires.
- ⤴ Assist with Risk Management awareness to provide training to employees.
- ⤴ Processes employee profiles and assist with administering the Family and Medical Leave Act (FMLA) policy as necessary.
- ⤴ Maintaining the data for job structures within the HRIS system.
- ⤴ Maintains all filing and organizational charts for Human Resources department (personnel files, training files, job files, applicant files, and supports administrative needs within the department as needed.

September 2006 to December 2007 ~ Foreclosure Paralegal - Hunt Leibert Jacobson

- ⤴ Handled 34 assigned clients and processed all necessary pleadings/motions required from 1st legal to the successful disposition of a matter resulting in obtaining judgment, inclusive of highly contested matters.
- ⤴ Also responsible for some judgment, post judgment and sale and post sale responsibilities. Responsibilities also include preparing Affidavits, Assignments, review title search for accuracy, researching liens, etc.
- ⤴ Responsible for effectively communicating with all parties involved in the foreclosure process, specifically with clients providing status updates of files proceeding to judgment, responsible for communicating effectively with borrowers to assist with reinstatement and/or workout in an effort to rehabilitate their outstanding debt with banks.
- ⤴ Responsible for updating client databases and in-house databases to reflect each step of the foreclosure process. Responsible for creating and running reports in connection with the foreclosure process through our in-house legal tracking system.
- ⤴ Responsible for use of client websites, i.e., Lenstar, Vendorscape, Newtrak, etc.

August 2003 to September 2006 ~ Paralegal II – SAFECO Insurance Company

- ⤴ Performs advanced legal research using Westlaw and other legal databases, drafts and summarize discovery responses, drafts motions, pleadings, and other litigation-related documents.
- ⤴ Responsible for the entire discovery process from inception to trial.
- ⤴ Coordinates discovery with expert witnesses and clients by gathering documents or other requested information.
- ⤴ Performs delegated task normally performed by an attorney that is not otherwise prohibited by statute.
- ⤴ Produces documents in the discovery process of personal injury such as disclosure and production, supplemental responses, interviewing clients, producing objections, motions, answers, compliance's, writs, charges, appearances, military affidavits, defaults, reclaim slips, subpoenas and pre-judgment remedy, short calendar (etc.).

August 1999 to September 2002 ~ Paralegal/Legal Assistant – HSBC Equator (USA)

- ⤴ Assist General Counsel and associate counsels in documenting and producing security documents to facilitate loans primarily in Sub-Saharan Africa.
- ⤴ Assist attorneys with contacting clients and prospective borrowers to complete pre-qualification criteria.
- ⤴ Responsible for organizing and documenting each file to ensure that the security interest of HSBC is protected.
- ⤴ Analyze budgets and forecast for future budgets and review requests for payment for accuracy and compliance with fee agreements from legal and other entities before submitting for payment.
- ⤴ Ensuring HSBC's compliance with all governmental mandates of compliance since the events of September 11, 2001. Reports compliance discrepancy to upper level management in the United Kingdom for further action.

January 1998 to August 1999 ~ Executive Admin/Budget Analyst – CSC – Temp Assignment

- ⤴ **Budget Analyst Responsibilities:** Assist Sr. Project Director in forecasting fiscal year budget, revenue and future resource needs. Analyze and resolve issues surrounding budget forecasts. Review invoices before sending to clients for accuracy for time billed, gather data concerning discrepancies in the forecasts, prepare reports on the budget variances. Responsible for administering CSC product 'PROFIT' which is a database containing resource management, budget and revenue forecast, skills and education inventories on each CSC employee. Provide Administrative support to 2 Sr. Project Directors and 3 Project Directors as well as their supporting 72 employees.
- ⤴ **Executive Administrator Responsibilities:** Responsible for travel arrangements for employees at all levels, expense account reporting and monitoring, supply ordering, new hire/termination administration and billable hours administration.

August 1996 to January 1998 ~ Benefits Generalist – United Healthcare - Hartford, CT

- ⤴ **Benefits Generalist Responsibilities:** Analyze and resolve issues surrounding 401(k) enrollment, loans and disbursements through interaction with appropriate vendors and payroll. Analyze and resolve issues surrounding medical, dental, flexible spending accounts, long-term disability and short-term disability. Analyze and resolve issues surrounding the Executive Savings Plan, Employee Stock Purchase and the Employee

Stock Ownership Plans. Interact with vendors including United HealthCare's Benefits Center, Member Services, MetLife, First Trust, State Street and Diversified Pharmacy Services.

- ⤴ **Financial Analyzing Responsibilities:** Prepare IRS 5500 and Summary Annual Reports for fringe benefits plans at United HealthCare. Prepare premium statements for all fringe benefits plans. Ensure premiums are paid via wire transfer or journal entry in a timely fashion and relate appropriate amounts to vendors. Work closely with Cash Management and Accounts Payable/Receivable for timely payments and cash receipts. Responsible for analyzing financial data and reconciling monthly accounts. Resolve premium discrepancies. Provide administrative support to Finance Manager and maintain a small supply of benefits documentation for distribution, if necessary.
- ⤴ **Other Responsibilities:** Conduct New Hire Orientation "benefits portion" with major emphasis on 401(k) and defined pension benefits as well as all other benefits available at United HealthCare. Other responsibilities included assisting Director of Benefit Design with administrative needs as well as act as a back-up for Employee Relations.

February 1990 – May 1996 ~ Paralegal – CNA Insurance (Law Offices of Grant Miller)

- ⤴ **Legal Responsibilities:** - Produce lengthy documents for two trial attorneys practicing tort, workers' compensation and subrogation. Prepare litigation pleadings for admission to Court, claim for trial, reclaim slips, etc. Preparing lengthy deposition and hearing summaries for our claims office. Scheduling depositions, meetings, court reporters, interpreters and IME's. Producing documents in the discovery process of personal injury such as disclosure and production, supplemental responses, interviewing clients for answers to D&P, producing objections, motions, answers, complaints, writs, charges, appearances, military affidavits, defaults, reclaim slips, subpoenas and pre-judgment remedy, etc.
- ⤴ **Office Administrative Responsibilities:** Responsibilities include scheduling depositions and meetings as well as coordinate travel arrangements. Responsible for updating clients on the status of their case. Train incoming secretaries and attorneys on software and computer, maintained attendance records, assigned new files to secretaries for processing, distribute and process checks for admission into Superior Court and Small Claims, create forms that would make the overall operation of the office smoother.
- ⤴ **System Responsibilities:** Performing system back up from hard disk to tape drive. Familiar with LAN operations, maintaining E-Mail via the Post Office, and trouble shooting via the LAN unit. Trouble shooting system problems with desk top automation, responsible for ensuring proper back up procedures are followed and when there is an incorrect back up must research and resolve any problems.

EDUCATION:

UConn College of Continuing Studies – Paralegal Certificate

Greater Hartford Community College

Hartford, CT, Major Studies: Accounting

Attended Classes from January 1980 to May 1986

Bloomfield High School - Bloomfield CT - Graduated 1979