ROSALINA RIVERA

412 Farmington Avenue, Apt. 301 Hartford Connecticut 772-924-8868 [can\_rosie@yahoo.com](mailto:can_rosie@yahoo.com)

BILINGUAL PARALEGAL ASSISTANT

Experienced Certified Paralegal with excellent office management and client relation skills seeking a position within a Law Firm where a working knowledge of legal terminology, general law and legal proceedings pertaining to the following case types will be fully utilized.

**Personal Injury…..Malpractice…… Worker’s Compensation …. Slip and Falls….. Negligence….**

Detailed-Oriented with excellent research, investigate and reporting skills. Exercise independent judgment and decision—making abilities and a high level of confidentiality. I uphold the ethical standards of the Legal profession.

**Window 98, Word perfect 8.0, Client Profiles, Needles Version 4.6, prevails, and Trial works.**

**PROFESSIONAL EXPERIENCE**

**Paralegal,** Law office of Laura J. Goldstein, Stuart Fl 03/07-06/10

* Report directly to three Attorneys with broad ranged responsibilities that encompass the timely and complex preparations of cases from pre-lit to trial phase.
* Coordinate multi-office functions, preparing intakes, meeting clients, recording statements with adjusters, preparing demand, negotiating cases. Court calendar management, contacting court reporters and scheduling of conference rooms for deposition and mediations.
* Discussing all my cases between attorneys, clients, healthcare providers, Insurance Carriers law firms and government agencies.
* Ensure open line of communications and satisfaction of deadlines through execution of dated correspondence.
* Perform computerized and law library research to obtain and gather case relevant data and materials
* Prepare extent specific case files for attorney’s reflecting supporting forms, documentation and photographs during client preparation.

**Paralegal,** Law Office of John T. Kennedy, Stuart, FL 08/02/-08/06

* Collecting and gathering medical records and billing for attorneys
* Translation to all my Spanish clients
* Work with Worker’s Compensation Law
* Mediations
* Prepare demands
* Prepare files for attorneys to review, based on the medical record, police reports, witnesses reports, photos of injury, vehicle and area of fall
* Discuss all my cases with the attorney and clients.

EDUCATION

Certificate of Completion, Paralegal Studies, Program 1988

Hartford College for Women