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| ALLISON ROY | | |
|  | 23 Goodell Road | Stafford Springs, CT 06076 | (860) 942-2302 | allisonj.roy@gmail.com | |
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| Skills Profile | | |
| * Microsoft Word, Excel, and Outlook * Needles and MochaSoft RMS * Westlaw and Loislaw * Average typing speed is 65 wpm | | |
| Employment History | | |
| Litigation Assistant, Zwicker & Associates, P.C. | | 8/2010-Present |
| Enfield, CT   * Provide legal and administrative support for a commercial law firm. * Draft legal memoranda and correspondence to other attorneys, marshals, and debtors. * Draft and e-file motions and pleadings. * Sort through and record incoming mail each day. * Prepare suits by drafting summons, complaints, and sending out to the marshals. * Record court dates in Outlook calendars for on-site attorney, office manager, and co-workers. * Preparing the weekly court files (on average 35 files a week). This includes Bill of Costs, Affidavits of Debt, Motions for Judgment, Proposed Orders, and Military Affidavits. * Record all judgments from weekly court hearings. * Post judgment research for debtor bank information, employment, and home ownership for property liens. * Drafting and sending out Discovery to debtors and attorneys. | | |
| Paralegal/Case Manager, Jonathan Perkins Injury Lawyers | | 1/2010-8/2010 |
| Hartford, CT   * Provide legal and administrative support for a civil litigation firm. * Liaison between attorneys, clients, healthcare providers, insurance carriers, other law firms, and government agencies. * Prepare new files and maintain them through pre-litigation, litigation, and closing/settlement stages. * Personal case load of 60-65 clients. * Draft and e-file motions and pleadings. | | |
| Education | |  |
| Branford Hall Career Institute, Paralegal Certification | | |  |
| Courses:   * Real Estate Law, Civil Litigation, Medical Law & Ethics, Torts, Bankruptcy Law, Criminal Law, Wills, Trusts, & Estates, Family Law, Paralegal Principles, Microsoft Word I & II, Microsoft Excel, Keyboarding, Legal Writing, Legal Research, Accounting I & II, Psychology, and Office Administration. | | |  |
| References | | |  |
| Deborah Brown-Personal-(860) 294-1935  Sasha Henderson-Professional-Paralegal, Hunt Leibert Jacobson, PC-(860) 328-0314  Wendy Kowarik-Professional-Attorney, Jonathan Perkins Injury Lawyers-(203) 397-1283 | | |  |
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