**Courtney Almeida**

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**Legal Experience**

**Riefberg, Smart, Donohue & NeJame, P.C.**, Danbury, CT

Contract Attorney (2005, 2009-2010)

* Conducted real estate closings.
* Assisted borrowers with refinancing.

**HireCounsel**, Stamford, CT

Wiggin & Dana LLP (July 2010 – November 2010, April 2011)

* Analyzed documentation during the discovery process in civil litigation relating to mortgage backed securities.
* Analyzed documentation during the discovery process in civil litigation relating to breach of contract claims and fraud.

Jorden Burt LLP (March 2008 – September 2008)

* Analyzed documentation during the discovery process relating to an ERISA claim and breach of fiduciary duty.
* Reviewed class action case files to summarize key issues for analysis.

Wiggin & Dana LLP (July 2007 – October 2007)

* Analyzed documentation during the discovery process in civil litigation relating to a structured settlement annuities case involving an insurance company.

**Kelly Law Registry**, Hartford, CT

Arcadis (September 2008 – May 2010)

* Trial preparation for civil litigation involving construction of the Bronx Criminal Courthouse.
* Reviewed and prepared documents to examine witnesses at deposition.

Axinn, Veltrop & Harkrider LLP (February 2007 – July 2007)

(November 2007 – December 2007)

* Reviewed and analyzed documents for a pharmaceutical company involved in patent litigation.
* Reviewed and analyzed documents for civil litigation. The issues involved contract pricing disputes and a force majeure declaration.

Day Pitney LLP (December 2006 – January 2007)

* Reviewed and analyzed documents for a pharmaceutical company involved in civil and criminal litigation.

**TR Grace, LLC**, Simsbury, CT

Axinn, Veltrop & Harkrider LLP (November 2010 – January 2011)

* Reviewed and analyzed documents for a pharmaceutical company involved in patent litigation.

Purdue Pharma L.P. (September 2005 – October 2006)

* Researched and reviewed documentation relating to Oxycontin civil, criminal and patent litigation.

**Law Office of Peter M. Stern**, Springfield, MA

Paralegal (February 2002 – August 2004)

* Drafted and filed Chapter 7 bankruptcy petitions and bankruptcy motions.
* Prepared separation agreements and client letters.
* Prepared title searches and rundowns.
* Performed legal research for arguments and memoranda of law.

**Law Office of Peter D. Jordan**, Springfield, MA

Paralegal (September 2002 – May 2004)

* Prepared closing and foreclosure documents.
* Prepared title searches and rundowns.

**Education**

**Juris Doctor**

Western New England College School of Law,Springfield, MA (May 2004)

**Bachelor of Science**

Western Connecticut State University,Danbury, CT(May 2001)

Major: Justice and Law Administration with concentration in Paralegal Studies

**Bar Status**

Licensed to practice law in the State of Connecticut. Admitted in 2004.