

# Alan John Ray

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East Lancaster Avenue  
Bryn Mawr, PA 19010

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## EDUCATION

Temple University, Philadelphia, PA  
Bachelor of Arts- Political Science | GPA: 3.89  
*Minor in Public Policy*

June 2024

Tallahassee Community College, Tallahassee, FL  
Associates in Arts- General Studies GPA: 3.38  
*Graduated with Honors*

December 2018

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## EXPERIENCE

### Injury Law Paralegal

July 2022 – January 2024

*Spear, Greenfield, Richman, Weitz, and Taggart, P.C.* | Philadelphia, PA

- Responsible for managing a high volume of cases (82), including organizing files, maintaining calendars, and tracking deadlines.
- Drafting legal documents, such as complaints in Pennsylvania and New Jersey, including but not limited to Motor Vehicle, Motor Vehicle Conflict Cases, and Premises.
- Responsible for all primary correspondence and document filing, including but not limited to Letters of Acknowledgement, Theory of Liability notices, Personal Injury Protection (PIP), Property Liability Insurance Guaranty Association (PLIGA), Coordination of Benefits & Recovery (COBR), Center for Medicare and Medicaid Services (CMS) notice, Department of Human Services (DHS) notice, and Medical Liens.
- Tasked with obtaining Discovery documents such as NJMVC Registration Records, PennDOT Registration Records, Police Reports, Accident Reports, Southeastern Pennsylvania Transportation Authority (SEPTA) Reports, EMS Reports, Pictures, Surveillance videos, Dash Camera videos, Southeastern Pennsylvania Transportation Authority (SEPTA) videos, Skip Tracing, Corporation Searches, and Complete Medical Records.

### Compliance Legal Assistant

February 2018 – May 2020

*Whirlpool Corporation* | Cleveland, TN

- Assisted in preparing, drafting, and reviewing documents of company initiatives, policies, and compliance reports.
- Worked with legal to ensure new projected changes within the manufacturing plant complied with applicable laws, regulations, and industry standards.
- Aided in processing internal investigations into potential compliance violations or misconduct reports, including gathering evidence, interviewing employees, and preparing investigation reports.

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## EXTRA-CURRICULAR ACTIVITIES

### Volunteer/ Member

October 2020- Present

*Philadelphia Whitemarsh RFC* | Philadelphia, PA

- Actively volunteer in clubs' community outreach programs and coaching clinics to introduce the game of Rugby to youth in the Philadelphia Area.
- Participate in fundraising efforts to mitigate the cost of travel for youth team season costs and Toys for Tots drives.

**SKILLS:** Microsoft Suite, Microsoft Office, MacOS, Adobe Acrobat Pro, Time Matters, TLO, Crashdocs, MROcorp, Google Forms, QualtricsXM, ArcGIS Pro

**Clubs:** Temple Pre- Law Society, Pi Sigma Alpha Honors Society- Delta Rho Chapter