

Ryan P Smith

CONTACT

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in ryansmith

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SKILLS

SHELL SCRIPTING: Task Automation, Production Reporting

LITIGATION SUPPORT: LAW PreDiscovery, Concordance, SQL

WEB DEVELOPMENT: HTML/CSS, Basic JavaScript, Basic PHP

PROJECTS

www.immigrationattorney-bwc.com

Design and creation of a website for an law office specializing in immigration. Built with Bootstrap.

www.specialtytextures.com

Design and creation of a website for a drywall contractor. Built with Bootstrap.

Discovery Production Reports

Creation of a suite of shell scripts to analyze incoming productions. The Production Report includes the number of documents, the number of pages, how much data, and a summary of what types of documents have been produced. It also exports in MySQL format for easy loading into the database. The First Page Report takes the first page of every document from a given production and builds it into a single PDF for a bird's eye view of the production.

Discovery Tracker

Creation and implementation of a tracking system for discovery in cases involving large number of parties. I used the system to track meet and confer efforts in cases with up to 20 - 30 parties. This includes tracking all discovery due dates, extensions, attorney correspondence, and general meet and confer efforts.

Trials

USDC Florida, Orlando Division - NXP v. RIM

International Trade Commission, Washington DC - Motiva v.

Nintendo

EDUCATION

University of California, Santa Cruz

Bachelor of Arts, Philosophy 2005

UC Berkeley Extension

Paralegal Certificate 2009

EMPLOYMENT

Web Developer

Santa Barbara, CA

Freelance · May 2014 to Current

- Design and creation of a websites for various small businesses.
- HTML5/CSS3
- Basic JavaScript and PHP
- SEO

Senior Litigation Paralegal

Bunsow De Mory Smith & Allison LLP · Apr 2013 to May 2014

- SQL Database management
- Shell scripting for task automation
- Document processing and production via LAW PreDiscovery
- Document production analysis and report generation via custom shell scripts
- Network and computer setup and management at trial
- Train employees on Concordance, LAW, and other review platforms

Litigation Paralegal

The Lanier Law Firm · Nov 2010 to Feb 2013

- Electronic discovery management
- Litigation calendaring and case management
- Legal and factual research
- Document review and analysis
- Filings with Federal, State, and Administrative Courts
- SQL scripting, database management, and production report generation
- Created a suite of custom shell scripts to analyze and record incoming productions

Office Manager

EJS-Law · Jun 2005 to Oct 2010

- Drafting of written discovery, pleadings, and correspondence
- Legal and factual research
- Filing documents with Federal, State Courts and the USPTO
- Manage client trust accounts, expenses, payroll, A/R, and A/P with QuickBooks
- Web development and design
- IT Support
- Litigation calendaring and general scheduling for two attorneys
- Filing and indexing

Event Manager

The Mountain Winery · Feb 2001 to Aug 2007

- Manage the Chateau Deck Restaurant (140 Max Occupancy)
- Personally responsible for managing up to 20 employees
- Manage weddings and corporate events of up to 500 guests
- Wine program manager
- Teach at Mountain Winery wine seminars