

Ryan P Smith

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SKILLS

WEB DEVELOPMENT: HTML5/CSS3, Basic JavaScript, Basic PHP, Twitter Bootstrap, Git

SHELL SCRIPTING: Task Automation, Discovery Production Reporting

LITIGATION SUPPORT: LAW PreDiscovery, Concordance, SQL

PROJECTS

The Law Office of Daniel M. Shafer

Design and creation of a website for a law office specializing in civil litigation, corporate, and entertainment. Built with Bootstrap.

www.danshaferlaw.com

Law Offices of Bernadette Connolly

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

www.immigrationattorney-bwc.com

Discovery Production Reports

Creation of a suite of shell scripts to analyze incoming productions. Reports included the number of documents, pages, how much data, and a summary of what types of documents have been produced. It also exports in MySQL format for easy database loading.

Discovery Tracker

Creation and implementation of a system to track discovery meet and confer efforts in complex litigation matters with up to 30 parties.

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 knowledge of related frameworks (jQuery and AngularJS)
- Basic PHP knowledge (webforms)
- Manage client accounts with Google Analytics and Webmaster
- Version control with Git and GitHub
- Experienced with Twitter Bootstrap CSS/JS framework
- 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

- Case management and litigation calendaring
- SQL scripting, database management, and production report generation
- Legal and factual research
- Document review and analysis
- Filings with Federal, State, and Administrative Courts

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/design and IT support
- Litigation calendaring and general scheduling for two attorneys

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