**AMBER SOULERIN**

**1316 Crane Cres.**

**Virginia Beach, VA 23454**

(757) 708-3362

asoulerin@hotmail.com

**EDUCATION**

• High School Diploma, Tallwood High School (2010)

**WORK EXPERIENCE**

**BREIT CANTOR GRANA BUCKNER, PLLC** Virginia Beach, VA (10/2012 – current8)

***Paralegal***

• Prepare settlement demands to counsel to initiate settlement discussions/negotiations

• Draft responsive pleadings and assemble key documents

• Organize and maintain all litigation files

• Draft pleadings and discovery responses for all litigation files

• Draft Freedom of Information Act requests

• Coordinate, prepare and process witness subpoenas and subpoenas *duces tecum*

• Review and summarize various records and documents including medical records, response to requests for production of documents, response to Freedom of Information Act requests, etc.

• Perform various administrative tasks (i.e. scheduling events, calendaring deadlines, etc.)

• Assist with selection and assembly of potential trial exhibits as well as preparation of charts,

graphs and other demonstrative evidence for various litigation matters

• Redact confidential information from exhibits, medical records, tax documents, etc.

• Assist with trial preparation including information gathering regarding perspective jurors

• Act as Paralegal in Virginia and Arizona personal injury cases

• Organize and maintain hundreds of BP Oil Spill claims

**Sonic**, Virginia Beach, VA (2010 – 2012)

***Shift Manager***

• Trained and mentored new employees to maximize team performance

• Adhered to company standards and compliance requirements for operations and cleanliness of all areas

• Kept employees operative productively and working on task to meet business and customer needs

• exercised composure under pressure and in escalated customer service scenarios

• Utilized interpersonal communication skills to enhance customer experience and add value to each interaction

**COMPUTER – PROFESSIONAL SKILLS:**

Advanced proficiency in Microsoft Office applications and Trialworks; PACER searches and filing; extensive trial experience; dictation experience; teleworking experience; highly motivated, reliable, detail-oriented individual; and possess excellent organizational, analytical, time management, and interpersonal skills.