Tanya Harris

P.O. Box 1253

Snellville, Georgia 30078

678-739-1390

bjharris2001@gmail.com

# Professional Work Experience

***June 2013 – present***

Absolute Legal Assistance, LLC

Snellville, Georgia

Self-Employed

* Review and summarize medical records.
* Provided medical treatment timelines.
* Created settlement/demand letters.
* Drafted complaints, discovery requests and discovery responses.
* Transcribed from audio recordings and handwritten documents.
* Summarize deposition testimony.

***February 2008 – June 2013***

The Baskin Law Group, PC

Atlanta, Georgia

Position - Paralegal

Supervisor: Attorney Michael A. Baskin, Sr.

* Personal injury case management from intake to demand.
* Client interviews and client closing appointments
* Review and summarize medical records.
* Prepared demand packages without supervision.
* Transcribed from audio recordings and handwritten documents.
* Drafted complaints, discovery requests and discovery responses without supervision.
* Drafted motions and supporting memorandums of law.
* Communicated with clients regarding case status via telephone and email.
* Other administrative functions – filing, faxing, copying, taking inventory and ordering supplies, maintaining appointment calendars.

**August 2005 – August 2006**

Colom and Brant, Attorneys at Law

Atlanta, Georgia

Position - Paralegal

Supervisor: Attorney Charles T. Brant

* Personal injury case management from intake to close, including negotiations.
* Initiated the litigation process by drafting complaints without supervision.
* Drafted discovery requests and responses.
* Delegated administrative responsibilities to the legal assistant.

**January 2002 – August 2005**

Randy Scott Slater, P.C.

Atlanta, Georgia

Position – Junior Paralegal

Supervisor: Attorney Randy Scott Slater

* Personal injury case management from intake to demand
* Prepared demand packages with little supervision
* Maintained client relationships by keeping them apprised of the status of their cases via telephone
* Conducted client intake meetings and final settlement meetings

**October 2000 – January 2002**

Clark and Washington, P.C.

Norcross, Georgia

Position – Legal Assistant

Supervisor: Attorney Michael A. Washington

* Personal injury case management from intake to demand
* Prepared demand packages under the supervision of the Senior Paralegal
* Maintained client relationships by keeping them apprised of the status of their cases via telephone

# ADDITIONAL WORK EXPERIENCE

***July 1999 – January 2000***

CTSI-Global

Memphis, Tennessee

Date Entry Operator

***December 1998 - May 1999***

Internal Revenue Service

Memphis, Tennessee

Data Entry Operator

***August 1998 – September 1998***

Larry Laurent and Associates

Memphis, Tennessee

Legal Assistant/ Receptionist

***March 1996 – May 1998***

United Parcel Service

Memphis, Tennessee

SmallPackage Sorter

***January 1996 – March 1996***

Roadway Parcel Service

Memphis, Tennessee

Small Package Sorter

**Education**

***January 1993 – May 1998*** Bachelors of Arts in Political Science

University of Memphis, Memphis, Tennessee

Graduation Date: May 5, 1998

***References Available Upon Request***