

# REDCATED

Cell: 702-539-2850 • [admin@bestparalegalresumes](mailto:admin@bestparalegalresumes)

---

## LITIGATION PARALEGAL

### PROFILE

Solutions-focused, motivated Paralegal with a comprehensive background in litigation and case management in a broad range of legal fields. Ability to manage multiple simultaneous projects while working under pressure in fast-paced, deadline-driven environments. Highly versatile; quickly masters new roles, responsibilities, technologies and situations. Reputation for integrity, problem solving abilities, work ethic and analytical skills.

### CORE COMPETENCIES

Legal Research & Writing • Problem Solving • Trial Preparation • Client Intake • Case Management  
Client Relations • Scheduling • Word Processing • Computer Skills • Internet Research  
Organization • Decision-Making • Strong Attention to Detail • Operational Efficiency

### PROFESSIONAL EXPERIENCE

REDCATED (2008-2009)

#### Paralegal

Maintained full accountability for overseeing a broad range of paralegal activities, including evaluating liens, reviewing and summarizing medical records and depositions, preparing discovery requests, and drafting correspondence to clients and attorneys. Managed an accurate, up-to-date database instrumental to evaluating case progress. Performed extensive case analysis and evaluations and utilized the results to prepare demand and claim letters.

- *Client Communications* - Communicated directly with clients and attorneys to perform intake interviews, provide case updates, and identify potential issues/problems associated with liens.
- *Case Management* - Conducted extensive legal research and analysis, and supported attorneys by attending depositions and overseeing case progress from inception through completion.

REDCATED (2007-2008)

#### Litigation Paralegal

Applied legal knowledge and expertise toward conducting various legal support activities and administrative functions, including creating privilege logs, accurately redacting privileged documents, and managing and updating document databases. Corresponded with experts, opposing counsel, senior attorneys and clients, further illustrating advanced communication skills. Scheduled depositions with experts and closely analyzed and summarized depositions, prepared documents for discovery responses. Prepared trial binders and exhibits for trial using power point and did extensive research for personal injury cases.

- *Legal Research* - Performed legal research using Westlaw and/or Lexis-Nexis, and summarized statutory and case law.
- *Litigation* - Analyzed documents for expert witnesses, scheduled depositions and prepared trial exhibits, trial binders and PowerPoint presentations.

REDCATED (2006-2007)

#### Litigation Paralegal

Actively supported a team of attorneys in all aspects of complex litigation matters, including legal research, preparation of cases from discovery to trial, drafting of legal and business communications, and internal systems support and maintenance. Evaluated and analyzed data from sources such as online references, digests and practice manuals.

- *Multitasking* - Applied prioritization and case management skills toward attending depositions, reviewing documents for privilege logs, chronology logs and underwriting policies, and summarizing depositions.

*Continued...*

Deloitte & Touche LLP (2004-2006)

**Corporate Paralegal**

Conducted a broad range of corporate related activities, including performing corporate officer background checks, researching corporate affiliations, evaluating securities litigation case complaints and monitoring securities litigation matters. Supported computer forensic (audit) investigations to ensure critical compliance with internal procedures. Ensured timely and accurate document production and conducted various types of research.

- *Problem Solving* - Proactively identified and reported accounting issues, demonstrating exceptional attention to detail.

REDCATED (2002-2004)

**Litigation Paralegal**

Supported a partner-level attorney in all aspects of case management, including drafting and responding to discovery, preparing correspondence, drafting pleadings and declarations, researching various legal issues and summarizing deposition transcripts.

- *Litigation Preparation* - Created trial exhibits, compiled documents for trial, prepared jury instructions and attended in-house MCLE classes.

REDCATED (2001-2002)

**Litigation Paralegal**

Assisted partners and associates with litigation matters, including drafting motions, propounding and responding to discovery and preparing subpoenas, orders and briefs. Managed and updated the Concordance databases and conducted file audits to improve efficiency and streamline filing systems.

- *Team Leadership* - Assigned tasks to other paralegals and case assistants based upon proficiency levels, integral to maximizing productivity and efficiency.

REDCATED (1998-2000)

**Paralegal**

Proficiently oversaw disclosure documents, prepared documents for deposition, propounded and responded to discovery and compiled documents in response to document production requests. Thoroughly researched and evaluated various legal issues via computer databases and public library databases and prepared summaries for review by attorneys.

**EDUCATION**

**Candidate for Bachelor of Arts in Political Science, Minor in Criminal Justice, Paralegal Certificate**

Chico State University, Graduating in 2010

**PROFESSIONAL DEVELOPMENT & TRAINING**

Microsoft: Excel, Outlook, Word, and PowerPoint; Lexis-Nexis; Westlaw; CaseMap; Summation; Concordance; Various Timekeeper Programs