

ROBERT SMITH

Civil Litigation Paralegal

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Seeking a Civil Litigation Paralegal position an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

EXPERIENCE

Civil Litigation Paralegal

ABC Corporation - SEPTEMBER 1999 - DECEMBER 2001

- Worked on the Fire Stone Class Action and a railroad class action lawsuits.
- Received clients and phone calls, ascertaining the nature of the requests, and directed them accordingly.
- Drafted and reviewed outgoing correspondence and legal documents, ensuring proper signatures and conformance to style and format were met, as well as all attachments were inserted.
- Maintained both electronic and hard copy files, including those of a sensitive nature.
- Manipulated software as needed to produce documents and files to assist attorneys in preparing cases for trial.
- Researched, compiled, and drafted Demand Packages.
- Digitized/summarized depositions.

Civil Litigation Paralegal

Delta Corporation - 1998 - 1999

- Researching the substantive law of the case, drafting pleadings, coordinating service of process, reviewing pleadings from opposing parties, drafting.
- Drafting written forms of discovery (interrogatories, requests to produce, requests for admissions), assisting clients in complying with discovery.
- Researching possible post-trial motions, drafting possible post-trial motions, drafting a notice of appeal and requests for transcripts, assisting.
- Investigated and considered potential lawsuit violations of the Fair Debt Collectors Act Prepared and edited settlement agreements Performed audits.
- years combined experience in case management, monitoring deadlines, and court rules, drafting discovery documents, reviewing and summarizing.
- Volunteer Fire Fighter/EMT for various fire departments; On-call for fire, medical assistance, wildland fires, vehicle collisions, and rescue.
- Conducts detailed intake interviews with potential clients via the

telephone as well as face to face.

EDUCATION

- GED

SKILLS

Legal Research, Microsoft Office, Researching Skills.