

ROBERT SMITH

Commercial Litigation Paralegal

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

As a Commercial Litigation Paralegal, responsible for Negotiating with and direct outside entities, which may include outside counsel, local and international governmental agencies (including law enforcement), representatives of other companies within the industry, trade associations, and other parties as needed.

CORE COMPETENCIES

Compliance, Microsoft Office, Research, AML, Regulatory Compliance, Litigation.

PROFESSIONAL EXPERIENCE

Commercial Litigation Paralegal Solnick Law, P.A - April 2015 – 2021

Key Deliverables:

- Reviewed client files, gather factual data, and draft discovery responses.
- Drafted correspondence, motions, briefs, and notices for both federal and state court.
- Proofread and corrected briefs and motions for the attorney.
- Coordinated attorneys busy schedule, schedule client appointments, and hearings.
- Handled all aspects of the firms marketing campaign.
- Created and sent out monthly invoices using Time59.
- Provided quality customer service to the firms clients.

Commercial Litigation Paralegal Delta Corporation - 2014 – 2015

Key Deliverables:

- Laid off with 3 months severance.
- Utilized a creative and forward thinking approach, leading the paralegal team during a federal trial, which resulted in a multi-million dollar .
- Supervised all Oregon and Washington commercial foreclosures, evictions and bankruptcy matters.
- Regularly met with stakeholders to review regulations, state laws and maintained productive relationships.
- In construction, contract, and oil & gas litigation practice included preparation of discovery requests, document discovery and control, deposition .
- Extensive involvement in reviewing documents in preparation for depositions and trial; processed and screened telephone calls for attorney; initiated .
- In this commercial contracts, construction, surety and risk management practice included legal research and writing, preparation of motions, mechanic .

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EDUCATION

Certificate In Political Science

