

# ETHAN MARTINEZ

## Compliance Paralegal (Contract)

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### PROFESSIONAL SUMMARY

Detail-oriented Compliance Paralegal with two years of experience in legal documentation, regulatory compliance, and case management. Proficient in conducting thorough legal research and preparing essential documents while ensuring adherence to compliance standards. Eager to contribute expertise in a challenging legal environment to support organizational objectives.

### WORK EXPERIENCE

#### Compliance Paralegal (Contract)

Seaside Innovations

📅 Feb / 2024-Ongoing

📍 Santa Monica, CA

1. Prepare legal responses and organize document collections, including interviewing witnesses and custodians.
2. Manage spreadsheets and database systems for discovery in high-volume litigation cases.
3. Review plaintiff fact sheets for accuracy, ensuring all necessary data is collected and verified.
4. Coordinate with outside counsel regarding document requests and compliance matters.
5. Correct discrepancies in settlement lists to maintain accurate records.
6. Assist in high-profile document production for litigation, ensuring compliance with all legal standards.
7. Conduct legal research to support case preparation and compliance efforts.

#### Contract Paralegal

Summit Peak Industries

📅 Feb / 2023-Feb / 2024

📍 Denver, CO

1. Administer the legal holds database, communicating notices to over 30,000 individuals effectively.
2. Enhance the legal holds database by developing new procedures for retention upgrades.
3. Create tracking systems for document custody and departmental reporting to ensure compliance.
4. Assist in-house counsel in identifying key employees for preserving matter-specific information.
5. Generate reports using litigation management applications to track case progress and compliance.
6. Train temporary staff in legal hold processes and documentation requirements.

### EDUCATION

#### Associate of Applied Science in Paralegal Studies

Houston Community College

📅 Feb / 2022-Feb / 2023

📍 Denver, CO

Acquired foundational knowledge in legal principles, research methodologies, and compliance regulations.

### SKILLS

Legal Document Drafting

Data Analysis And Reporting

Litigation Support

Legal Case Management  
Software

### ACHIEVEMENTS

- ★ Successfully organized over 50,000 documents for discovery, enhancing retrieval efficiency by 30%.
- ★ Developed tracking systems for document chain of custody, improving compliance with legal holds.
- ★ Streamlined the process of responding to subpoenas, reducing response time by 25%.