



NOAH WILLIAMS

Litigation Paralegal

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Accomplished Litigation Paralegal with five years of comprehensive experience in managing complex litigation cases. Expert in drafting legal documents, conducting in-depth research, and supporting attorneys through all phases of litigation. Adept at ensuring strict adherence to legal protocols while fostering effective communication with clients and witnesses.

WORK EXPERIENCE

Litigation Paralegal

📅 May / 2021-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Reported directly to three Partners and one Associate, providing essential support in litigation.
2. Managed case preparation from discovery through post-trial phases, ensuring timely completion of all tasks.
3. Drafted comprehensive legal documents, including Answers to Complaints and Requests for Production of Documents.
4. Conducted interviews with witnesses and key individuals to gather critical case information.
5. Coordinated attorney calendars, managing state and federal deadlines alongside scheduling hearings and depositions.
6. Prepared trial exhibits and assisted in trial strategy development, contributing to successful case resolutions.
7. Maintained strict confidentiality and compliance with legal standards throughout all processes.

Insurance Defense Paralegal

📅 May / 2020-May / 2021

Cactus Creek Solutions

📍 Phoenix, AZ

1. Assisted in the collection of factual information and evidence critical to case development.
2. Conducted initial case investigations and managed pre-trial discovery processes.
3. Maintained extensive contact with clients and witnesses to ensure accurate information flow.
4. Reviewed and analyzed medical records and discovery files to support legal strategies.

EDUCATION

Associate of Applied Science in Paralegal Studies

📅 May / 2019 - May / 2020

Southern Illinois University

📍 Denver, CO

Completed rigorous coursework in legal research, litigation, and ethics.

SKILLS

Drafting Legal Documents



Time Management



Billing Procedures



Legal Software Proficiency



Data Entry



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English



German



Polish

ACHIEVEMENTS

- ★ Successfully managed over 50 litigation cases from inception to resolution.
- ★ Streamlined document preparation processes, reducing turnaround time by 30%.