

SOPHIA BROWN

Insurance Defense Paralegal

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🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Seasoned Insurance Defense Paralegal with a decade of experience in litigation support and case management. Expertise in drafting complex legal documents and managing discovery processes, ensuring compliance with regulations. I excel in collaborating with attorneys and clients to drive case success, demonstrating a strong commitment to delivering high-quality legal assistance.

WORK EXPERIENCE

Insurance Defense Paralegal 📅 May / 2018-Ongoing
Maple Leaf Consulting 📍 Toronto, ON

1. Drafted and prepared legal documents, including motions, pleadings, and discovery responses, ensuring accuracy and compliance.
2. Conducted legal research to support case strategies and provided summaries to attorneys for informed decision-making.
3. Coordinated with clients, witnesses, and experts to gather necessary information and documentation for ongoing cases.
4. Tracked and managed billing and invoicing for legal services rendered.
5. Maintained case files, ensuring all documents were organized and up to date for trial preparation.
6. Communicated effectively with opposing counsel and court personnel regarding case status and procedural matters.
7. Monitored deadlines and ensured timely filing of documents to avoid sanctions or delays.

Insurance Defense Paralegal 📅 May / 2015-May / 2018
Lakeside Apparel Co 📍 Chicago, IL

1. Supported a team of attorneys in managing over 48 active litigation cases, ensuring efficient workflow and adherence to deadlines.
2. Prepared and filed discovery requests and responses, including interrogatories and document requests, to facilitate case progression.
3. Collaborated with a litigation team on complex workers' compensation cases, enhancing overall case strategy and outcomes.
4. Established a subpoena tracking system, improving the efficiency of obtaining necessary records.
5. Conducted in-depth case analysis to identify potential legal issues and solutions, contributing to effective case management.

SKILLS



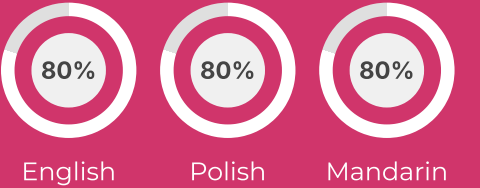
INTERESTS

- 🏠 Home Brewing 🐾 Wildlife Conservation
- 🐾 Running 🗣️ Public Speaking

STRENGTHS

- 👍 Willingness 📖 Wisdom
- 🔥 Zeal 💡 Ingenuity

LANGUAGES



ACHIEVEMENTS

- 🌟 Streamlined case management processes, reducing turnaround time by 20%.
- 🌟 Successfully managed over 100 litigation cases through all phases, achieving favorable outcomes.