

# Robert Smith

## Intake Paralegal

### PERSONAL STATEMENT

Hard working, determined, driven, organized and extremely responsible. I love to be challenged and welcome environments that will increase my learning. I show up everyday, on time and enjoy a demanding work environment, Performing legal, administrative, and evidence management duties under the direction of the team leader.

### WORK EXPERIENCE

#### **Intake Paralegal**

**ABC Corporation - March 2013 - December 2013**

##### *Responsibilities:*

- Consulted with clients through and gather the facts of their claim.
- Gave general advice to clients under the supervision of managing attorney in these areas of Custody, Divorce, Protection From Abuse, Domestic Relations, Bankruptcy, Debtor Counseling, and Landlord/Tenant.
- Assisted clients in completing Pro Se Custody Packets.
- Completed Intake in LSCRS and KEMPS Program.
- Answered telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Started as a call center agent and worked my way up to paralegal.
- Requested and reviewed medical records.

#### **Intake Paralegal**

**Delta Corporation - 2012 - 2013**

##### *Responsibilities:*

- Also was in charge of opening new client files and coordinating the attorneys calendars.
- Review incoming cases, perform defendant research, draft defendant list, affidavits and complaints for attorney review.
- Once approved by the attorney, I file with the Court or send to local counsel for filing.
- Depending on the state, I prepare summons or arrange service by courier or Secretary of State.
- Once service is complete I file the returns with the court and send to the case managing attorney.
- Assisted custodial and non-custodial parents determine paternity and child support payments according to the Indiana state guidelines -Used a variety.
- My responsibilities included; Intake for Mass Tort cases i.e.

### Education

BA In Paralegal Studies

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft Office,  
Microsoft Word, Microsoft  
Excel, Outlook, Adobe  
Acrobat, Adobe Acrobat,  
A, Typing, Bilingual.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)