Robert Smith

Intake Paralegal

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SUMMARY

Intake Paralegal is Assisting with software application testing, as assigned. Exercising good judgment when handling work requests and appropriately manages tasks from one shift to the other. Taking initiative to stay current with new approaches and changes in technology relating to document processing software.

SKILLS

Documentational Skills, MS Office, Quality Checking.

WORK EXPERIENCE

Intake Paralegal

ABC Corporation - May 2015 – July 2016

- Exemplified well-developed and professional interpersonal skills as well as the ability to effectively interface with attorneys, management, and support staff.
- Demonstrated an ability to identify and analyze problems and develop strategies to solve them.
- Displayed strong communication skills, both written and verbal.
- Exhibited organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines.
- Handled multiple projects simultaneously.
- Prepared correspondence, memoranda and other legal and non-legal documents in an accurate and timely manner; proofreads and quality checks each document for content, context and accuracy.
- Checked completed work for spelling, grammar, punctuation and proper formatting.

Intake Paralegal

Delta Corporation - 2012 – 2015

- Conducted telephone interviews Processed information into database Provided accurate information, legible logs and taking appropriate action on .
- Intake and process personal injury cases via phone, e-mail, and face to face Interview clients by following questionnaire provided by law office .
- Responsible for interviewing and assessing all applications for legal services Resolved cases by providing legal advice, brief service or referral .
- Processed new client applications making decisions regarding eligibility utilizing established guidelines.
- Communicated to callers detailed and accurate legal advice as provided by the supervising attorney.
- Intake specialist primarily responsible for screening low -income Marylanders to determine eligibility for legal services through a non-profit legal .
- Attended initial consultations and determined whether we are able to take a case.

EDUCATION

MS

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