ROBERT SMITH

Contract Paralegal Clerk

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To obtain an administrative position that leverages my experience while I am attending business school.

EXPERIENCE

Contract Paralegal Clerk

ABC Corporation - APRIL 2014 – DECEMBER 2015

- Trained nine personnel on the duties and skills required of a legal clerk.
- Assisted attorneys by preparing motions, orders, or other legal documents accurately and in proper format.
- Assisted with discovery, hearing and trial preparation by performing duties such as compiling trial notebooks, preparing exhibits for admission.
- Utilized Lexis-Nexis for research, arranged witness interviews and client meetings.
- Conducted routine telephone and in-person inquiries to gather basic information, and transcribed recorded interviews.
- Drafted legal forms, letters, and other routine correspondence according to rules and regulations governing style and format.
- Prepared, maintained, and closed legal case files in accordance with established procedures.

Legal Clerk

ABC Corporation - 2013 – 2014

- via Kroll Ontrak/Lanier Legal Services, Kelly Law Registry) Reviewed and redacted medical and personnel files for 3rd party subpoenas.
- Entered, updated, tracked and monitored case database.
- Collected and reviewed documents for current and pending litigation.
- Also prepared and boxed old files for off-site storage, created storage logs.
- Used pallet jack to move boxes to storage area and to move office furniture and set up review rooms.
- Supervised attorney teams online document review for specific litigation.
- Also participated in contract negotiations and drafting with vendors..

EDUCATION

- Diploma in Family - (Wolfe City High School - Wolfe City, TX)

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SKILLS

Military, Sales, Microsoft Office, Administrative Assistant.