



AVA DAVIS

Senior Litigation Support Specialist

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

PROFESSIONAL SUMMARY

Accomplished Senior Litigation Support Specialist with over 7 years of expertise in e-discovery and litigation technology. Skilled in managing complex case files, enhancing operational efficiencies, and implementing innovative solutions that drive team success. Committed to fostering a culture of readiness and compliance in legal environments.

WORK EXPERIENCE

Senior Litigation Support Specialist 📅 Apr / 2021-Ongoing
Blue Sky Innovations 📍 Chicago, IL

1. Developed and launched litigation technology services for a team of 240 legal professionals, enhancing collaboration and efficiency.
2. Managed litigation-specific document management systems and transcript software, ensuring seamless operations.
3. Crafted strategic growth plans in alignment with administrative management to optimize resource utilization and security standards.
4. Conducted research to establish strategic partnerships, keeping senior management informed on industry developments.
5. Introduced innovative technologies like Clearwell, significantly improving operational efficiency and reducing costs.
6. Collaborated with forensic experts to maintain strict adherence to data chain-of-custody standards.
7. Guided clients in establishing a proactive litigation readiness culture regarding electronic data management.

Litigation Support Specialist 📅 Apr / 2018-Apr / 2021
Silver Lake Enterprises 📍 Seattle, WA

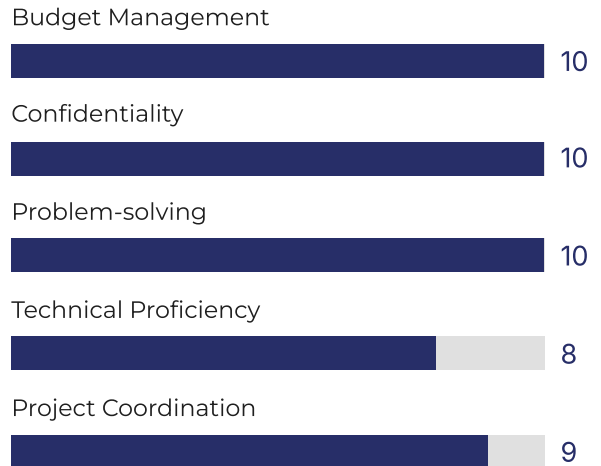
1. Managed eDiscovery processes, overseeing data review and production for multiple high-profile cases.
2. Developed case-specific litigation support plans for trials and hearings, enhancing trial preparedness.
3. Supervised a team of six, ensuring compliance with company policies and fostering a productive work environment.
4. Worked closely with executives and legal teams to streamline administrative operations related to litigation support.

EDUCATION

Bachelor of Science in Information Technology 📅 Apr / 2015 - Apr / 2018
University of California, Berkeley 📍 Portland, OR

Focused on information systems and technology applications in legal settings.

SKILLS



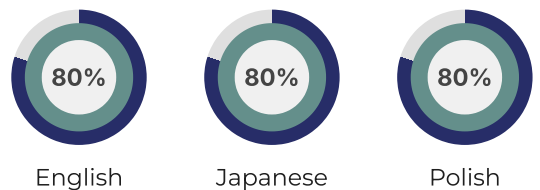
INTERESTS

- 🎨 Art
- 🧘 Volunteering
- 🌲 Hiking
- 🧘 Yoga

STRENGTHS

- 🔍 Criticality
- ☰ Detail-oriented
- 🗨 Diplomacy
- 😊 Enthusiasm

LANGUAGES



ACHIEVEMENTS

- ★ Streamlined document management processes, reducing retrieval times by 30%.
- ★ Successfully managed over 100 e-discovery cases, ensuring compliance with legal standards.