

# CLIENT NAME

Address, City, State ♦ (123) 123-1212 ♦ client@yahoo.com

## PARALEGAL PROFESSIONAL

*Client Relations ~ Case Load Administration & Management ~ Due Diligence*

Dynamic, qualified and highly ethical **Paralegal Professional** with extensive experience providing key support to other legal professionals including Partners, Associates, staff members, customers and stakeholders. Expert in analyzing data, resolving problems and providing superb customer service to personnel; experienced in writing comprehensive reports and creating compelling presentations. Posses the necessary skills and know-how to be successful in developing process improvements that streamline workflow, coordinating schedules, maintaining the office/appointment calendar for attorneys, and keeping inventory records. Render assistance with case management, legal discovery, and legal research pertaining to auto accidents and other types of cases.

### AREAS OF EXPERTISE

Office Administration • Legal Writing & Presentation • Statistical Reports • Memos & Correspondence • Resource Management • Leadership • Project Management • Docket Management • Budgeting & Finance • Client Relations Communication • Daily Correspondence & Timesheet Management • Calendar • Analytical & Independent Judgment Legal Research Methods • Account Leadership & Management • Negotiations/Arbitration • Legal Document Drafts  
• Preparation of Brief & Pleadings

Technical Proficiency: **Microsoft Word, Word Perfect, Excel, PowerPoint, Javelan, Outlook**

### PROFESSIONAL EXPERIENCE

**LAW OFFICES OF STEWART CRAWFORD & ASSOCIATES, Media, PA**

**2010-2012**

**Paralegal - Subrogation**

- Managed the processing of motor vehicle accident claims dealing directly with major insurance companies to facilitate resolution process.
- Drafted and filed initial lawsuit papers with the court to collect money on behalf of insured.
- Served as primary contact person for all Allstate claims.
- Managed and oversaw over 150 files from beginning of lawsuit to closing of the file.

**BALLARD, SPAHR, ANDREWS & INGERSOLL, LLP, Philadelphia, PA**

**1999-2008**

**Legal Assistant - Business and Finance Department**

- Created, revised and transcribed correspondence, contracts and agreements.
- Cataloged and maintained documents and monthly billing statements for each attorney.
- Input monthly timesheets, administered daily assistance to clients, and managed other administrative duties.

**WHITE AND WILLIAMS, LLP, Philadelphia, PA**

**1996-1998**

**Legal Secretary - Subrogation Department** (Worked directly with the Chairman of the Department)

- Extensive work load consisting of creation and revision of correspondence, briefs and pleadings; and heavy telephone contact with insurance company representatives.
- Opened and maintained files for new cases in the department and assigned attorneys.
- Transcribed and prepared documents for court filings.
- Managed billing for the experts hired in each case and daily filing and timesheets.

*Prior work experience includes Legal Secretary for Sagot, Jennings & Sigmond and Morgan Lewis & Bockius, LLP in Philadelphia, PA*

### EDUCATION

- **Drexel University**, Philadelphia, PA, Bachelor of Arts, Psychology (Courses toward degree)
- **Pierce Junior College**, Philadelphia, PA, Associate of Arts, Business, Legal Secretary/Paralegal Studies; President's List; Dean's List