

WORK EXPERIENCE

Paralegal

The Balams Firm

02/2021 - Present

Personal Injury

Achievements/Tasks

- Manage pre-suit and litigation cases from inception to completion.
- Obtain and maintain confidential information in accordance with privacy laws.
- Interview potential clients for viable cases.
- Maintain contact with clients and vendors for the success of the case.
- Perform legal and investigative research.
- Draft legal documents necessary for the case.

Alpharetta, GA

Paralegal

Hawkins Parnell & Young

10/2016 - 02/2021

Commercial Defense

Achievements/Tasks

- Responsible for complex business litigation cases in proceedings from inception to completion.
- Manage training and development for new hires for in-house software and procedures.
- Collaborate with partners, associates, parties and clients for efficient timelines, projects and deadlines.
- Develop, lead and manage projects.
- Obtain and maintain confidential documents in accordance with privacy laws.
- Perform research for reports and projects.

Atlanta, GA

Paralegal

Weissman

05/2012 - 10/2016

Real Estate, Lender Services

Achievements/Tasks

- Manage training and development for new hires for in-house software and procedures.
- Assist with development of custom software for case management.
- Collaborate with partners, associates, parties and clients for efficient timelines, projects and deadlines.

Atlanta, GA

Legal Assistant

Hill Kertscher & Wharton

05/2010 - 04/2012

Personal Injury, Workers Compensation, Intellectual Property

Achievements/Tasks

- Obtain and maintain confidential documents for legal proceedings and investigations.
- Collaborate with partners, associates, parties and clients for efficient timelines, projects and deadlines.
- Develop and lead projects for litigation assistance and support.
- Perform legal and factual research and investigations.
- Maintain communications with clients, witnesses and counsel for all aspects of case management.
- Draft legal documents and reports for proceedings and investigations.

Atlanta, GA

WORK EXPERIENCE

Paralegal

Pierce HERN Sloan & McLeod

05/2007 - 04/2010

Charleston, SC

Commercial, Personal Injury, Medical Malpractice, Legal Malpractice, Toxic Torts, Construction

Achievements/Tasks

- Support senior partners in litigation cases, including scheduling, reporting and travel.
- Collaborate with partners, associates, parties and clients for efficient timelines, projects and deadlines.
- Develop and lead projects for litigation assistance and support.
- Obtain and maintain confidential documents in accordance with privacy laws.
- Perform legal and factual research and investigations.
- Maintain communications with clients, witnesses and counsel for all aspects of case management.

ORGANIZATIONS

National Association of Legal Assistants

EDUCATION

Bachelor of Science in Business Administration

College of Charleston

Paralegal Studies

Trident Technical College

VOLUNTEER EXPERIENCE

Customer Relations

Southern Shorts Awards

2015 - Present

Roswell, GA

Youth Education

National Multiple Sclerosis Society

1998 - 2002

Charlotte, NC