Todd Brown

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Lock Haven, PA.17745 toddb1976@gmail.com

**Paralegal/Legal Assistance**

Qualified and efficient Certified Paralegal with 5 plus years combined in-house and contract law firm experience. In mainly: Criminal Law, Real Estate Law, Family Law, and Torts and Wills. Strong technology skills including proficiency in: LexisNexis, Westlaw, and Microsoft Office. Excellent writing skills and experience in drafting a wide range of legal documents including pleadings, discovery, motions, memoranda of law, briefs and correspondence. Performing various administrative duties such as; answering phone calls, maintaining information files and processing paperwork. Extensive knowledge of: substantive and procedural aspects of civil and criminal law. Solid discovery skills including but not limited to: e-discovery knowledge, LexisNexis, WestLaw, and Accurint.

 **PROFESSIONAL EXPERIENCE**

Freelance Paralegal, Lock Haven, PA 2008 - Present

Contract Freelance Paralegal for oDesk, Upwork on- line legal services

* Review docket summaries of various court cases and extract specific details from the final decision.
* Verify the validity of legal requests.
* Managed different accounts from local Attorney offices.
* Use of LexisNexis and Westlaw to help with different clients to file motions.
* Draft all sorts of documents preparing for motions, pleadings, and briefs.
* Independently gathered facts and data from different sources (LexisNexis, WestLaw and Accurint) Received Transcribes to dictation.

Still Investments Group, Danville, VA 2012-2015

Paralegal – Office Manager

* Gathered and Drafted legal documents to prepare for motions, pleadings, and briefs.
* Organized legal documents to prepare for motions, pleadings, briefs, and perform legal search and records.
* Assisting in preparation of legal motions and arguments.
* File and use of the filing tracking systems in LexisNexis, WestLaw, and Accurint.
* Logged minutes from opinions, orders and court decisions to perform the necessary docketing.
* Carried out investigations to validate or authenticate information.
* Interacted with the public, by interviewing clients and witnesses to gather relevant information.
* Prepared schedules for dates for arraignment.
* Attended court hearings for dispositions to be recorded.
* Performed various administrative duties such as answering phone calls, opening mail and replying to the correspondence, use of the computer to schedule appointments.

Sign King, Daytona Beach, FL 2006 – 2008

Office Manager /Designer

* Performed various administrative duties.
* Designed business cards, flyer, t-shirts, vehicle wraps.
* Interacted with the public to understand what their needs and wants are for their design.

 **CERTIFICATIONS**

* FEMA – Emergency Management Operations
* Occupation Safety and Environmental training
* MS office 2010- Excel, Power Point, Access, Word, Outlook
* Paralegal Studies
* Data Entry – P.C.S.S Help Desk Analyst

 EDUCATION

2003 - 2004 Gulf Community College Data Entry-Help Desk Analyst Certificate

2004 - 2006 Gulf Community College Paralegal Studies Certificate

2007 - 2008 Daytona State College A.A – Graphic Designer

2014 - Present Ashworth College A.S – Paralegal