



ELLE K. MURPHREE
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www.legelle.com
(734) 277-9860

Among my colleagues I am known as the one who can pick up the pieces, no matter what happens. You see, I have over seven years' experience working as a litigation paralegal. I am a seasoned professional – I am committed, analytical, sympathetic, and have not lost a healthy dose of humor.

I am confident I will be an asset to your team. My greatest strength is my ability to manage complex, long-term projects. I have extensive experience in both legal and administrative support services including, but not limited to: file management, client services, drafting and reviewing contracts; drafting discovery requests and answers; reviewing and organizing extensive discovery documents in preparation for motion hearings and trial; drafting pleadings, demands, and correspondence; preparing and responding to subpoenas; preparing trial materials (binders, visuals, research, objection cheat sheets, and “why we win” charts); and preparing witnesses and clients for trial, motion hearings, and depositions. I work closely with our attorneys to ensure they achieve strategic goals and deadlines.

I look forward to helping your firm achieve its goals.

EMPLOYMENT HISTORY

Legelle
Development Specialist
July 2017 – Present

- Deliver legal services to attorneys, law firms, and companies;
- Develop and maintain blog content for paralegal blog; and
- Coordinate with other bloggers and industry leaders regarding content and interests.

Canton Charter Township
Paralegal
June 2017 – July 2017

- Provide legal support to Corporate Counsel;
- Maintain schedules, calendars, files;
- Research legislative updates;
- Draft ordinances; and
- Make recommendations to various department heads.

Lorandos Joshi, P.C.
Litigation Paralegal
May 2014 – June 2017

- Provided administrative support to the business and legal operations of a litigation law firm;
- Scheduled and maintained calendars;
- Scheduled project plans and goals;
- Drafted pre-trial pleadings, briefs, publications, and correspondence;
- Conducted discovery review and draft discovery request;
- Managed marketing campaigns;
- Maintained office policies and procedures manuals for both attorneys and non-attorneys;
- Liaised between clients and attorneys; and
- Generated reports on functionality for the managing partner.



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Law Offices of Leo Sharpe
Portsmouth, Virginia
Paralegal
February 2011 – May 2012

- Provided legal support to a solo practitioner of a plaintiff personal injury firm.
- Drafted and responded to discovery requests,
- Investigated claims,
- Interviewed witnesses;
- and maintaining client records.

Myers & Myers
Chesapeake, Virginia
Legal Secretary
January 2004 – May 2006

- Provided legal secretarial support to a small family law firm;
- Drafted and maintained correspondence, marketing, case file management, and answering incoming calls; and
- Set up meetings, calendared events, scheduled travel, and maintained office spaces.

TECH KNOWLEDGE

- Westlaw (Advanced)
- Microsoft Office (Advanced)
- Excel (Advanced)
- PACER/ECF
- Hootsuite
- Findlaw website development
- Mozilla Thunderbird
- Cisco compatibility for presentations
- Microsoft Visio
- Adobe
- Lexis/Nexis
- Odyssey/Tyler
- Endicia
- Firm Central
- Gmail/Google
- Bluejeans
- Mailchimp
- Microsoft Sway

PROFESSIONAL ASSOCIATIONS

- State Bar of Michigan, Paralegal Section
- Great Lakes Paralegal Society, Student Member
- National Association of Legal Assistants, Student Member

ACCOMPLISHMENTS/PUBLICATIONS

- State Admissibility Standards for Expert Testimony, Infographic Information, ABA’s Litigation Journal, Spring 2017
- International Issues in Family Law, The Institute of Continuing Legal Education, Family Law Seminar November 2016 Presentation Materials (Drafted and revised materials for Mr. Joshi’s presentation.)

ADDITIONAL TRAINING

- ***Project Management***
Extensive project management training specializing in large scale discovery and developing discovery plans and schedules. All training was completed in-house and implemented on several large federal and state cases involving substantial domestic and foreign assets.



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• **Publication**

Extensive project management training specializing in publication and developing topics, publication outlines, deadlines, research, revisions, citations, publication, and marketing on various publications and presentations.

without. In addition, I regularly give to organizations who provide education and resources for the under-sheltered in our community. To see more about my community work for under-sheltered persons, please visit www.upstartcitizen.com.

VOLUNTEER WORK & COMMUNITY

INVOLVEMENT

Much of my community involvement centers around researching and bridge building between the sheltered, unsheltered and under-sheltered people in our community. Ann Arbor has been recognized as one of the best places to live in America, yet the city consistently hosts many unsheltered persons. Battling chronic homelessness is important to me because I believe providing for the health and wellness of every member of our community can only benefit the whole. To offset the devastation caused by being under-sheltered, I create 100 care packages and deliver them to homeless persons throughout the city of Ann Arbor. This year, I have increased my goal to 150. This small token may provide hope, substance, and warmth for many who are

REFERENCES

Professional references, writing samples, and project samples are available upon request.