
PROFESSIONAL PROFILE

Highly skilled Certified Litigation Paralegal looking to obtain a senior level paralegal position with supervisory responsibilities. Highly qualified and proficient in civil litigation with more than 19 years' experience in the following areas:

- Workers' Compensation
- Insurance Defense (proficient)
- Labor and Employment
- Creditors' Rights (proficient)
- Bankruptcy (proficient)
- Contracts Review
- Personal Injury (Transportation) (proficient)
- Estate Planning and Administration
- Collections (proficient)
- Construction

Qualification Highlights:

- ✓ *Exceptional writing skills with excellent knowledge and experience drafting a wide variety of legal documents including pleadings, discovery, correspondence, standard motions and memorandum of law*
- ✓ *Extensive knowledge of procedural process of civil litigation*
- ✓ *Concrete knowledge in insurance defense personal injury*
- ✓ *The filing and retrieval of Uniform Commercial Codes*
- ✓ *Substantial experience and knowledge in legal technology including Westlaw, Lexis/Nexis, Abacus, Pro-Law, and Lawbase*

DUTIES AND EXPERIENCES

Litigation Paralegal, Fernandez Trial Lawyers, November 2015 to March 2020

- ✓ Draft Legal Documents Including Discovery, Pleadings, Affidavits, Subpoenas, And Notices
- ✓ Trial Preparation Including Preparation Of Trial Notebooks, Prepare And Maintain Expert Binders, Bates Stamp Documents For Trial Exhibits
- ✓ Draft Comprehensive Monthly Case Status Report
- ✓ Handle Cases From Inception Through Trial
- ✓ Review, Analyze And Summarize Medical Records
- ✓ Draft Medical Chronology
- ✓ Summarize Deposition Transcripts And Hearing Transcripts
- ✓ Assemble Deposition Notebooks, Hearing Notebooks As Well As Mediation Notebooks
- ✓ Interview Insured And Insured Drivers Regarding Discovery Responses
- ✓ Perform Comprehensive Background Investigation Of Plaintiff On All New Cases And Draft Summary For Use At Depositions And Mediations

Collection Litigation Paralegal, Stark & Stark, P.C., August 2013 To August 2014

- ✓ Review And Track Bankruptcy Notifications
- ✓ Draft Litigation And Bankruptcy Pleadings
- ✓ Electronic Filings In State And Federal Courts In Pennsylvania, New Jersey And Delaware
- ✓ Draft Collections Demand Letters And Review Files For Pertinent Information To Build Case Profile
- ✓ Review Bankruptcy Docket And Retrieve Statement Of Financial Affairs, Statement Of Intent And Schedules And Review To Profile Case
- ✓ Draft Collections And Foreclosure Complaints
- ✓ Handle All Aspects Of Mortgage Foreclosure (Commercial And Residential) Through Sale And Obtain Deed
- ✓ Maintain Cases Through Lawbase
- ✓ Schedule Sheriff's Sales
- ✓ Draft Bankruptcy Documents To Include Proof Of Claim And Addendum, Certification Of No Objection, Motion For Relief From The Automatic Stay

Case Manager And Collection Litigation Paralegal, Lamm Rubenstone LLC, July 2008 To July 2013

- ✓ Review Bankruptcy Notifications
- ✓ Draft Litigation And Bankruptcy Pleading
- ✓ Electronic Filings In State And Federal Courts
- ✓ Perform UCC Filings
- ✓ Maintain Case Management Software (Abacus)
- ✓ Train All Employees, Attorneys And Staff On Firm Operational Procedures Relative To The Proper Case Management
- ✓ Analyze Cost Benefits For The Firm
- ✓ Draft Bankruptcy Documents To Include Proof Of Claim And Its Addendum, Certification Of No Objection, Motion For Relief From The Automatic Stay
- ✓ Discuss Case Strategy With Attorneys And Paralegals For Case Posture
- ✓ Track Performance Level Of Employees Utilizing Case Management System
- ✓ Customize Case Management Technology For Firm Specialization And Development
- ✓ Generate Weekly Case Progression Reports For Senior Management
- ✓ Investigate And Analyze Fee Agreements To Develop And Implement Budget Per Case
- ✓ Draft Letters In Foreclosure And Collection Actions
- ✓ Review Corporate Documents

Senior Paralegal, Speed & Seta, LLC, July 2002 To December 2005

JULIA B. SLEWEON
Supervisory Litigation Paralegal

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| ✓ Deposition Preparation Including Preparation Of Notebook, Background Investigation, Claims History Investigation | ✓ Generate And Maintain Case Disposition Spreadsheet To Track Cases Within Department |
| ✓ Draft All State Board Forms For Filing | ✓ Research And Review State Board Of Workers' Compensation Rules To Maintain Compliance |
| ✓ Review Files For Posture And Discuss With Attorney Resolution Strategies | |
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Education And Training

1. **University Of Phoenix**, MBA- Business Administration And Global Management, 3.6 GPA
2. **National Center For Paralegal Training**, ABA Approved And Certified, 3.8 GPA
3. **Saint Augustine's College**, BA- Pre-Law And Political Science, 3.0 GPA

REFERENCES: All references are available upon request