

# Paul Woods



## Paralegal

<b>Address</b>	1515 Pacific Ave, Los Angeles, CA 90291, United States	<b>Phone</b>	(541) 754-3010
<b>Email</b>	email@email.com	<b>Place of birth</b>	San Antonio
<b>Nationality</b>	American	<b>Driving license</b>	Full
<b>Links</b>	<a href="#">Linkedin</a> , <a href="#">ZoomInfo</a> , <a href="#">Facebook</a>		

## 01 PROFILE

*Tenacious Government Paralegal supporting attorneys, barristers, and solicitors in handling cases and prepping for hearings, trials, and meetings relating to white-collar corruption. Exemplary organization and time management skills to perform administrative and clerical tasks as well as legal research. Received certified Paralegal Status last year.*

## 02 EMPLOYMENT HISTORY

01/2020 — Present

### **Paralegal at California State Department of Health**

*Orange County*

*Reduced administrative expenses by 20% after implementing a scheduling system for accessing the filing database of previous court cases which stopped the waiting time for legal administrators to access information all at the same time*

- Prepare legal correspondence, affidavits and other documentation for lawyers and attorneys
- Responsible for organizing, classifying and maintaining all documentation via a digitally coded filing system
- Meet with clients, lawyers, attorneys, and other legal stakeholders regularly to discuss upcoming trails, litigation activities and the results of research conducted
- File pleadings and pretrial documentation with court administrators
- Assist attorneys in preparing for trials by writing summaries of legal arguments, also including opening and closing case arguments

01/2017 — 12/2019

### **Paralegal at NQF Banking Services**

*Honeydew*

*Created an array of templates for correspondence, drafts, contracts, and agreements used daily by the law practice, deducing documentation drafting by over 50%*

- Prepare wills, briefs, contracts, settlement agreements, and deposition notices
- Conduct research to investigate facts and case laws to find examples of historical precedents and assist lawyers and attorneys in preparing for cases.
- Search public records for information about current cases
- Direct and coordinate legal office activities, scheduling deliveries of subpoenas and organizing receipt of record files
- Gather and analyze court decisions, statutes, legal articles, codes, and notices of new laws adopted by the government

01/2014 — 12/2016

## Paralegal at Mcinsey Law Specialists

Randallstown

*Drafted six dispositions on short notice within the space of 72 hours*

- Manage caseloads by keeping the law library up to date and monitoring legal report volumes coming in
- Drafting correspondence for litigation regarding contracts, mortgages and company registrations
- Assist lawyers during trials by facilitating exhibits, taking memos, and reviewing trial transcripts
- File appeals, briefs, exhibits, briefs, and related documentation with opposing counsel and court administration
- Call clients, witnesses, lawyers, and outside vendors to schedule interviews, meetings, and depositions

## 03 EDUCATION

Jan 2018 — May 2020

### Eastern Kentucky University

Richmond

Bachelor in Paralegal Sciences

Jan 2016 — Dec 2017

### Rasmussen College

Online

Paralegal Associate Degree

Jan 2015 — Dec 2015

### American Association of Paralegal Education (AAPE)

Online

Professional Paralegal Exam (PPE)

Course Topics: Administrative Law, Ethics, Research, Dispute Resolution and Mediation, Litigation practice, Litigation procedure

Jan 2014 — Dec 2014

### Florida State University

Miami Beach

Diploma in Legal Contract Drafting

Curriculum Subjects: Real estate law, Medical law, Family law, Torts, Office procedures, Partnerships, and corporations

## 04 SKILLS

Online Research	ProDoc eFiling
Investigations	MyCase
Client Interviews	CaseTracker Law
Litigation	MS Office Advanced
BigTime Software	Adobe Acrobat Pro
Lexis Nexis	Billing Software
CosmoLex	Writing Briefs
Contractual Agreements	Paralegal Administration
Trial Memo's	CaseSync
Drafting Lawsuits	Westlaw
Legal Counselling	Proofreading
Writing Trial Summaries	Settlement Techniques

## 05 HOBBIES

Running, Baking, Creative Writing

## 06 LANGUAGES

English	● ● ● ● ●	Italian	● ● ● ● ●
Spanish	● ● ● ● ●	French	● ● ● ● ●

## 07 COURSES

Jan 2017 — May 2017

**Professional Legal Secretary (PLS) at Pepperdine  
Caruso School of Law, Online**