



Paul Woods

Paralegal

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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

Jan 2020 — Present
Orange County

Paralegal at California State Department of Health

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 trials, 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

Jan 2017 — Dec 2019
Honeydew

Paralegal at NQF Banking Services

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

Paralegal at Mcinsey Law Specialists

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

Jan 2014 — Dec 2016

Randallstown

03 EDUCATION

Jan 2018 — May 2020

Richmond

Eastern Kentucky University

Bachelor in Paralegal Sciences

Jan 2016 — Dec 2017

Online

Rasmussen College

Paralegal Associate Degree

Jan 2015 — Dec 2015

Online

American Association of Paralegal Education (AAPE)

Professional Paralegal Exam (PPE)

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

Jan 2014 — Dec 2014

Miami Beach

Florida State University

Diploma in Legal Contract Drafting

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

04 SKILLS

Online Research

Investigations

Client Interviews

Litigation

BigTime Software

ProDoc eFiling

MyCase

CaseTracker Law

MS Office Advanced

Adobe Acrobat Pro

Lexis Nexis

CosmoLex

Contractual Agreements

Trial Memo's

Drafting Lawsuits

Legal Counselling

Writing Trial Summaries

Billing Software

Writing Briefs

Paralegal Administration

CaseSync

Westlaw

Proofreading

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