



Paul Woods

PARALEGAL

✉ email@email.com

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☎ (541) 754-3010

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.

Employment History

Paralegal, California State Department of Health, Orange County

January 2020 — Present

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

Paralegal, NQF Banking Services, Honeydew

January 2017 — December 2019

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, Mcinsey Law Specialists, Randallstown

January 2014 — December 2016

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

Details

1515 Pacific Ave, Los Angeles, CA 90291, United States

(541) 754-3010

email@email.com

Nationality

American

Driving license

Full

Place of birth

San Antonio

Links

[LinkedIn](#)

[ZoomInfo](#)

[Facebook](#)

Skills

Online Research

Investigations

Client Interviews

Litigation

BigTime Software

Lexis Nexis

CosmoLex

Contractual Agreements

Trial Memo's

Drafting Lawsuits

Legal Counselling

Writing Trial Summaries

ProDoc eFiling

MyCase

CaseTracker Law

MS Office Advanced

- 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

Education

Bachelor in Paralegal Sciences, Eastern Kentucky University, Richmond

January 2018 — May 2020

Paralegal Associate Degree, Rasmussen College, Online

January 2016 — December 2017

Professional Paralegal Exam (PPE), American Association of Paralegal Education (AAPE), Online

January 2015 — December 2015

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

Diploma in Legal Contract Drafting, Florida State University, Miami Beach

January 2014 — December 2014

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

Courses

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

January 2017 — May 2017

- Adobe Acrobat Pro
- Billing Software
- Writing Briefs
- Paralegal Administration
- CaseSync
- Westlaw
- Proofreading
- Settlement Techniques

Hobbies

Running, Baking, Creative Writing

Languages

