

# PAUL WOODS

## Paralegal

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

(541) 754-3010

email@email.com

---

---

Place of birth ..... *San Antonio*      Driving license ..... *Full*  
Nationality ..... *American*

### LINKS

*[Linkedin](#), [ZoomInfo](#), [Facebook](#)*

### 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** ..... Jan 2020 — Present  
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

❖ **Paralegal, NQF Banking Services** ..... Jan 2017 — Dec 2019  
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

❖ **Paralegal, Mcinsey Law Specialists** ..... Jan 2014 — Dec 2016  
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

## EDUCATION

❖ **Eastern Kentucky University** ..... Jan 2018 — May 2020  
*Bachelor in Paralegal Sciences* ..... Richmond

❖ **Rasmussen College** ..... Jan 2016 — Dec 2017  
*Paralegal Associate Degree* ..... Online

❖ **American Association of Paralegal Education (AAPE)** ..... Jan 2015 — Dec 2015  
*Professional Paralegal Exam (PPE)* ..... Online

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

❖ **Florida State University** ..... Jan 2014 — Dec 2014  
*Diploma in Legal Contract Drafting* ..... Miami Beach

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

## 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 .....

## HOBBIES

*Running, Baking, Creative Writing*

## LANGUAGES

English ..... <i>Native speaker</i>	Italian ..... <i>Highly proficient</i>
Spanish ..... <i>Highly proficient</i>	French ..... <i>Very good command</i>

## COURSES

❖ **Professional Legal Secretary (PLS)** ..... Jan 2017 — May 2017  
*Pepperdine Caruso School of Law, Online*

