

Donald B. Esquivel

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Anytown, NY 99999

email@yahoo.com

ABC Company

August 2007-Present

Litigation Paralegal

- Primary client contact;
- Prior and updated medical records retrieval, review and organization and drafting of medical chronologies/summaries;
- Drafted all pleadings, motions, discovery, discovery responses and some briefs and memorandums of law;
- Contact and scheduling with expert witnesses;
- Investigation of claims and contact/meetings with witnesses;
- Drafted appeal pleadings and Record on Appeal, and assisted attorney with legal research for brief and compiling and filing of same;
- Responsible for “driving” my cases – moving the cases along;
- Extensive experience and knowledge of all phases of trial preparation, including, but not limited to, illustrations, exhibits, deposition summaries, assisted attorney in selection of jury, drafting of pre-trial and trials pleadings, orders and motions and trial briefs, and coordination and preparation of witnesses;
- Legal and medical literature research;
- Scheduling of depositions, meetings and mediations;
- Preparation of mediation summaries;
- Drafting of pleadings and motions and gathering of numbers and documents for hearing on reduction or dismissal of third party lines;
- Case evaluation and recommendations to attorney on strength of case (e.g. try case, settle case, any problems areas);
- Extensive knowledge of administrative procedures, rules of civil procedure, rules of evidence and trial practices;
- Facilitated negotiation assistance and expedited case settlements.

GHI Company

September 2003- Present

Litigation Paralegal

- All-around performance of paralegal tasks to assist attorneys with witness interviews, depositions, preparation of law and motion pleadings, and preparation for arbitrations and trials. Included identifying potential exhibits for discovery/ discovery responses, depositions, pleadings, expert review, and arbitration/trial use.
- Preparation of concise, issue-pertinent, deposition/document summaries from voluminous document productions and deposition transcripts in numerous Construction Defect matters, Insurance Defense matters, and assorted other matters. Drafted multi-format discovery and discovery responses in these same matters.

XYZ Corporation

February 1999- August 2004

Litigation Paralegal

- Maintain calendaring of state, federal, and administrative deadlines and hearings for legal department.
- Manage case load for legal department, including scanning documents into appropriate files, organization of electronic documents, document indexing, and document processing.
- Draft first roughs of motions to compel, discovery, deposition notices, subpoenas and correspondence.

- Preparation of Table of Contents and Table of Authorities for briefs and motions.
- Trial Preparation including trial binders, witness lists, jury instructions, and exhibit blow-ups.
- Coordination of depositions, mediations, court hearings, and travel arrangements.
- Attended and assisted senior trial attorney for several trials.

Microsoft Word, Excel, Outlook and PowerPoint
Internet research, including LexisNexis, Westlaw, Saga
Cite Checking, Blue Booking

New York University, New York, NY
Major: Legal Studies

Graduation Date: May 2007

University of California, San Diego, CA
Paralegal Certificate

Graduation Date: March 2010

JeffTheCareerCoach.com