

Soleil Thompson

PARALEGAL

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SUMMARY

I'm a results-driven paralegal with extensive and wide-ranging experience in providing documentation and legal support for complex civil litigation. I am comfortable working with senior legal professionals, state / federal agencies, and clients to effectively define and achieve legal, administrative and operational objectives. Expertise includes legal document preparation and legal administration.

SKILLS

- Expertise in legal proceedings. Assist attorneys with trial preparation.
- Ability to oversee/ manage multiple employees.
- I possess knowledge in archival work, chronicling, and historical research.
- Adept in all forms of technology including Microsoft and Apple, social media platforms, etc.

EDUCATION

Associate in Paralegal specializing in Litigation

Pensacola State College Pensacola, FL

PROFESSIONAL EXPERIENCE:

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Lexington Law Firm, Wichita, KS | July 2014 - Present

- Summarize records and create medical timelines based upon a review of medical records, employment file records, and medical reports.
- Review medical billing and data for accuracy and completeness.
- Assist with defense strategies by identifying key facts in Case Data Summaries to help mitigate the client's exposure and defend against litigation claims.
- Perform discovery by identifying all medical providers, obtaining HIPAA compliant authorizations, and requesting relevant medical records.
- Quantify claims based on factual, legal, and medical evidence.
- Draft report request letters to medical experts.
- Coordinate with clients, witness to injury, surveillance investigators, and experts.
- Draft subpoena and arrange for a process server for in-person trial witness testimony.

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Moorad, Clark & Stewart, Wichita, KS | Apr. 2009 – May 2014

- Requested narrative and vocational reports from experts.
- Quantified claims and Social Security offset calculations.
- Conferred with clients regarding the status of the case, problems at work, medical treatment, surveillance concerns, and problems presented in the medical proof.
- Conducted complete trial preparation, ensuring that all salient documents were filed.
- Supervised and coordinated efficient activities of clerical staff.

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