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## Civil Litigation Paralegal Resume

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### Job Objective

To obtain a Civil Litigation Paralegal position in a company that provides an open environment with many opportunities for continuous growth.

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### Highlights of Qualifications:

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- Extensive experience of handling civil litigations and providing legal documentation assistance
  - Sound knowledge of civil litigation, family law, probate, real estate law and related terminology
  - Operational knowledge of using Microsoft Office, ProDocs, and Case Law databases
  - Familiarity with legal calendaring and document management practices
  - Ability to communicate clients, colleagues and legal professionals, tactfully
  - Ability to perform legal research using Westlaw and Nexis/Lexis
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### Professional Experience:

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Civil Litigation Paralegal  
Stoel Rives LLP, Corpus Christi, TX  
August 2012 – Present

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### Responsibilities:

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- Provided legal assistance to attorneys and helped them in various civil litigation matters.
  - Investigated legal issues, and prepared for trials and mediations.
  - Scheduled and attended client meetings, court hearings and depositions.
  - Drafted and filed pleadings, discovery responses and interrogatories for use in court.
  - Interpreted and analyzed various contracts, deeds, and titles to ensure accuracy and completeness.
  - Interacted and liaised with various court officials, attorneys and law personnel.
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Civil Litigation Paralegal  
The Madeksho Law Firm, Corpus Christi, TX  
May 2009 – July 2012

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### Responsibilities:

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- Managed all assigned civil litigation cases and performed legal research, as needed.
  - Collected case related information and interviewed clients and witnesses.
  - Prepared and filed legal documents like pleadings, summons, motions and complaints.
  - Assisted and advised attorneys on preparation of trials, arbitrations and depositions.
  - Scheduled all meetings with clients and maintained calendar of cases for attorney.
  - Interacted and worked with attorneys, opposing counsel and court officials in a positive manner.
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### Education:

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Bachelor's Degree in Paralegal Studies  
Salish Kootenai College, Pablo, MT

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