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## Construction Paralegal Resume

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### Job Objective

Seeking a position as Construction Paralegal in highly reputed and professional organization.

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### Highlights of Qualifications:

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- Substantial experience of legal research and document preparation for construction related cases and transactions
  - In-depth knowledge of construction terms, laws and industry practices
  - Remarkable knowledge of using Microsoft Office, Westlaw and Lexus/Nexus
  - Familiarity with real estate matters, court rules, and contract negotiations
  - Ability to prepare, interpret and review construction-related contracts and technical documents
  - Ability to handle and protect confidentiality of sensitive data
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### Professional Experience:

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Construction Paralegal  
Liberty Mutual Insurance, Dunnigan, CA  
August 2012 – Present

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### Responsibilities:

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- Created and maintained binders for trials, litigation matters and mediations.
  - Composed and provided various motions, pleadings, and legal briefs on time.
  - Interpreted and reviewed construction plans, contracts, accounting records, insurance certificates and homeowner lot files.
  - Used Lexis/Nexis and Westlaw and performed regulatory and fact-finding research.
  - Attended and prepared for mediations, hearings, depositions, trials, and client conferences.
  - Contacted and communicated with various organizations, subcontractors and insurance companies.
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Construction Paralegal  
Epsten Grinnell & Howell, Dunnigan, CA  
May 2009 – July 2012

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### Responsibilities:

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- Managed and conducted interviews with witnesses for testimony and at hearings.
  - Prepared, maintained and submitted various legal documents such as briefs, pleadings, and appeals.
  - Prepared for trials and assisted with creation of trial exhibits.
  - Attended and prepared reports on meetings and telephone conferences.
  - Performed legal research and conducted analysis of various government statutes, treaties, and judicial orders.
  - Developed and maintained positive communications with attorneys and clients.
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### Education:

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Bachelor's Degree in Paralegal Studies  
South Suburban College, South Holland, IL

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