
Employment Paralegal Resume

Job Objective

A talented Employment Paralegal with great skills and experience looking for a job in a well known organization.

Highlights of Qualifications:

- Relevant experience of investigation, handling and documentation of employment issues and litigations
 - Thorough knowledge of law and issues related to employment, immigration and human resources
 - Exceptional knowledge of document management, trial preparation, and report writing
 - Familiarity with using MS Office, online legal research tools and internet
 - Ability to communicate with attorneys, clients, vendors and outside counsel tactfully
 - Ability to maintain confidentiality of discreet and proprietary information
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Professional Experience:

Employment Paralegal
Seyfarth Shaw LLP, Salamonia, IN
August 2012 – Present

Responsibilities:

- Investigated facts and conducted legal research regarding labor & employment cases.
- Evaluated and responded to discovery requests and reviewed case documents.
- Prepared and delivered HIPAA authorizations and subpoenas accordingly.
- Prepared for court trial and drafted all trial exhibit lists and pretrial memoranda.
- Contacted and communicated with attorneys, clients, and counsel team in a diplomatic manner.
- Reviewed all employee relations matters and compliance risks and made appropriate recommendations.

Employment Paralegal
Edwards Wildman Palmer LLP, Salamonia, IN
May 2009 – July 2012

Responsibilities:

- Handled and monitored labor and employment related claims and disputes.
 - Drafted, reviewed, and checked all legal documents related to employment litigations.
 - Created and provided trial exhibits, deposition summaries, and their analyses.
 - Updated and maintained database related to employment law, litigation and related contracts.
 - Received and responded to subpoenas, employee verifications and other legal related requests.
 - Developed and maintained professional relationships with regulatory agencies and attorney team.
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Education:

Bachelor's Degree in Paralegal Studies
Nova Southeastern University, Fort Lauderdale, FL

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