

LITIGATION SUPPORT ANALYST RESUME

Job Objective:

Litigation Support Analyst position in an established company.

Highlights of Qualifications:

- Working knowledge of the litigation support proces
- Proficient with sharepoint technologies and Visual Basic
- Ability to maintain strict confidentiality
- Ability to learn new skills as technology changes
- Ability to respond quickly and positively to shifting demands
- Ability to share information, goals and opportunities
- Ability to travel nationally and internationally
- Ability to build good relationship with customer
- Proficient with LiveNote, CaseMap, Outlook, Lotus Notes, Sanction,

vendor repositories and conversion tools.

Professional Experience:

Litigation Support Analyst
Winston Staffing, Lansing, MI
August 2005 – Present

- Communicated, corresponded and interacted with clients and outside entities under supervision of attorneys and senior litigation technology professionals.
- Provided on-site technical support and trial presentation support to case teams.
- Assisted effectively with video clip creation, exhibit annotation and other tasks.
- Served effectively as a mentor to provide leadership and training for Litigation.
- Adhered to department and firm administrative procedures and policies.

Litigation Support Analyst
Katten Muchin Rosenman LLP, Lansing, MI
May 2000 – July 2005

- Worked extensively with case teams and senior litigation technology professionals to assess needs throughout all stages of the litigation and government investigation process.
- Manned for the hands-on technical aspects of document organization and control,.
- Coordinated and worked with senior litigation technology professionals and case teams.
- Ensured data acquisition and delivery to vendors.
- Exported data, corrected vendor errors, reformatted and converted data and designed forms and reports.

Education:

Bachelor Degree in Paralegal Studies
Arizona State University, Tempe, AZ

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