
Litigation Support Resume

Job Objective

Seeking a position as Litigation Support in an organization where I can utilize my experience and skills for the successful completion of each job task.

Summary of Qualifications:

- Remarkable experience in a litigation environment with sound knowledge of the litigation process
 - Proficient with litigation support tools and applications (Concordance, IPRO, Summation, iConect, Equivio)
 - Familiarity with legal issues presented in disability claims, claims handling and claims dispute
 - Sound knowledge of database fundamentals including query, report writing and text transcript management software
 - Amazing ability to handle many complex litigation support tasks
 - Working knowledge of personal computers and the Microsoft Office suite
 - Strong oral and written communications skills
 - Profound ability to coordinate resources to meet competing demands
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Work Experience:

Litigation Support, August 2005 – Present
Direct Hire Associates, LLC, Saint Louis, MO

- Consulted and educated case teams on defensible best practices.
- Served as single point of contact to attorneys and paraprofessionals.
- Analyzed resulting proposals and made appropriate recommendations.
- Partnered with outside vendors for appropriate use of Litigation Support applications.
- Provided backup support to Litigation Support Analysts.

Litigation Support, May 2000 – July 2005
Pat Taylor and Associates, Inc, Saint Louis, MO

- Supported lawyers, legal staff and Sr. LSAs with litigation support tools.
 - Created and maintained documents and transcripts databases.
 - Prepared and configured production subsets for case teams.
 - Ensured to stay current on litigation support and courtroom presentation tools and technologies.
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Education:

Bachelor's Degree in Law, Rosemont College, Pennsylvania, PA

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