
Litigation Support Specialist Resume

Job Objective

Seeking a position as Litigation Support Specialist in which my abilities and experience can aid in the growth of the company.

Highlights of Qualifications:

- Experience in providing support to technical litigation process and provided support to technology
 - Exceptional knowledge of database systems and management
 - Profound knowledge of desktop hardware and related operating systems
 - Remarkable ability to perform research and analyze results
 - Outstanding ability to work in a high pressure environment
 - Excellent communication skills in both oral and written forms
 - Skilled to understand all phases of EDRM
 - Proficient in working in a fast pace environment
-

Professional Experience:

Litigation Support Specialist
Gray Plant Mooty, West Chicago, IL
May 2006 – Present

- Provided assistance to various computer based trial presentation technologies.
- Developed standardized process and ensured fulfillment of all firm litigation requirements.
- Maintained knowledge on all developments on litigation support and computer systems.
- Coordinated with firm and litigation support system and evaluated all project proposals.
- Trained litigation department and ensured appropriate use of all firm technological tools.
- Assisted all attorneys and paralegals in handling all cases and applying firm litigation technology.
- Developed presentations for both internal and external clients and analyzed costs.
- Participated in project specific and departmental meetings

Litigation Support Specialist
Wiley Rein LLP, West Chicago, IL
March 2003 – April 2006

- Assisted legal teams and identified processes for identifying and preserving various discovery materials.
 - Developed and maintained databases in all support applications.
 - Maintained knowledge on all current trends and processes.
 - Documented projects and maintained a tracking system for cases.
 - Coordinated with legal staff and attorneys and provided consultation to various members.
 - Evaluated and provided support services to all customers.
-

Education:

Bachelor's Degree in Business Administration
Alcorn State University, Alcorn State, MS

[Build your Resume Now](#)