
Personal Injury Paralegal Resume

Job Objective

Seeking a challenging position as Personal Injury Paralegal in an organization that will effectively utilize my experience and offers opportunity for career growth.

Highlights of Qualifications:

- Substantial experience of management, document preparation and settlement of personal injury claims and dispute cases
 - In-depth knowledge of government laws, court procedures and relevant CPR procedures
 - Remarkable knowledge of medical review, interrogatories, fast track and multi track claims, document filing and trial preparation
 - Familiarity with using Microsoft Office, Timeslips and Abacus software
 - Ability to communicate with attorneys, clients, insurers and colleagues, diplomatically
 - Ability to maintain confidential information and issues related to company and clients
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Professional Experience:

Personal Injury Paralegal
Petersan Legal Temps, Dallas, TX
August 2012 – Present

Responsibilities:

- Arranged, scheduled and coordinated potential client meetings and conference calls.
- Composed and presented subpoenas, motions, briefs and disbursement summaries.
- Interacted and negotiated with insurance companies for claim settlement and dispute resolution.
- Answered client queries and informed them about their case status.
- Drafted and delivered demand packages to insurance carriers and defense counsel.
- Accompanied witnesses to courtroom and assisted attorneys in eliciting proper testimony from them.

Personal Injury Paralegal
Cruz & Associates, Dallas, TX
May 2009 – July 2012

Responsibilities:

- Handled and resolved a variety of litigations related to personal injury, liability claims.
 - Conducted and summarized interviews of clients, witnesses, doctors, and law enforcement officers.
 - Collected and reviewed case-related police reports, medical records and other supporting evidence.
 - Drafted and filed motions and documents for mediations and trials.
 - Composed and delivered demand packages and to appropriate insurance agencies and attorneys.
 - Contacted clients and informed them about case status and preparation.
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Education:

Bachelor's Degree in Paralegal Studies
Saint Gregory's University, Shawnee, OK

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