

Joe Smith
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EDUCATION

UNIVERSITY OF CHICAGO Bachelor in Accounting and Economics	Jan. 2004
ROOSEVELT UNIVERSITY - CHICAGO, IL ABA approved Paralegal Certificate	Dec. 2006

EXPERIENCE

ABC LAW (Chicago, IL)

Paralegal

May 2004 – Present

- Cite-check briefs and industry articles.
- Proofread and translate briefs, exhibits and witness statements for arbitrations. Administer extranet site for client access to various cases and hundreds of exhibits. Communicate with clients to prepare exhibits for filings.
- Discovery requests and responses - create productions, production logs, privilege logs and Concordance databases for pleadings and correspondence. Travel for document reviews.
- Manage case files and interview witnesses for pro bono clients .

VARIOUS CLERICAL ASSIGNMENTS (New York, NY)

July 2001 – Mar. 2004

- Assist paralegals and attorneys with copying, filing briefs with court, scheduling depositions and updating case files.

VOLUNTEER

- Regular Member of the Illinois Paralegal Association and the National Federation of Paralegal Associations
- Received scholarship for Roosevelt University Paralegal Studies Program
- Beta Alpha Psi member