

BRYAN GLOVER, RP

PERSONAL INJURY PARALEGAL

CONTACT

bryan.glover@email.com ✉
(123) 456-7890 📞
Seattle, WA 📍

EDUCATION

Associate of Arts
Paralegal Studies
North Seattle College
2002 - 2004
Seattle, WA

SKILLS

Detail-oriented
Organization
Bilingual (Spanish)
Collaborative
Multi-tasking
Integrity

CERTIFICATIONS

Registered Paralegal (RP)
National Federation of Paralegal
Associates

CAREER OBJECTIVE

Accomplished personal injury paralegal with 17+ years of experience. Seeking to expand my business network and work closely with an experienced and knowledgeable attorney at Simmons, Peter, & Roth to provide an extensive knowledge of the legal world and boost efficiency.

WORK EXPERIENCE

Personal Injury Paralegal

Salis Law

2013 - current / Seattle, WA

- Drafted 18+ types of legal documents, including correspondence, depositions, pretrial forms, and legal briefs
- Conducted legal document research, ensuring completion of Service of Process, **acquiring 8 partner commendations for work quality**
- Managed file organization, ensuring 99% timely resolution of claims and causes of action
- Communicated with clients, managed concerns and expectations, provided updates on the progression of cases/claims, and received 96% positive client reviews
- Collaborated with the legal team, taking a leadership role in **delegating assignments to 12+ assistants and secretaries**

Personal Injury Paralegal

The Ottley Law Firm

2010 - 2013 / Seattle, WA

- Managed a full caseload comprised of **6 litigation and pre-litigation cases while advocating on the clients' behalf**
- Improved the workflow of **18+ attorneys and staff** by providing instructions on virtual filing systems and scheduling software
- Analyzed and forecasted the potential outcomes for 58+ cases, participating in meetings with attorneys to develop strategies for handling claims/causes of action
- Facilitated cloud-based documentation and contract tracking systems

Paralegal

Figeroux Associates

2004 - 2010 / Seattle, WA

- Crafted detailed attorney reports using case specifications to develop 820+ motions, legal arguments, and other case filings
- Developed cases using existing file databases and various resources to **expedite 70+ weekly cases**