

Bryan Glover, RP

Personal Injury Paralegal

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

Salis Law

Personal Injury Paralegal

Seattle, WA | 2013 - current

- 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

The Ottley Law Firm

Personal Injury Paralegal

Seattle, WA | 2010 - 2013

- 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

Figeroux Associates

Paralegal

Seattle, WA | 2004 - 2010

- 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
- Collaborated on compliance and governance matters for international and domestic entities, including periodic filings

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(123) 456-7890

Seattle, WA

SKILLS

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

EDUCATION

**Associate of Arts
Paralegal Studies**

North Seattle College

2002 - 2004

Seattle, WA

CERTIFICATIONS

- Registered Paralegal (RP)
- National Federation of Paralegal Associates