

MAYA SANTOL

address – phone – email – www.linkedin.com/in/mayasantol

**PARALEGAL SPECIALIST / LEGAL ASSISTANT / COURT CLERK
STRONG ORGANIZATIONAL SKILLS – TECHNICALLY SAVVY**

*Skilled in using legal terminology and research techniques. Prepare accurate legal documents.
Strong written and oral communication skills; deliver high-quality work under vigorous time constraints.*

EXPERIENCE

Senior Paralegal, (2008 – 2010); **Junior Paralegal** (2010 – present), Company Name, City, ST

- Provide legal/administrative support in areas of criminal, family, international, contract and fiscal law.
- Use knowledge of standard legal citation system to conduct research supporting lawyers' cases, allowing them to represent clients fairly and efficiently.
- Coordinate management, training and development for paralegal staff, monitor all paralegal case activity and caseloads within busy in-house litigation department.
- Cultivate and maintain law library, including online and on-shelf materials to ensure lawyers have resources at their immediate disposal.
- Review incoming material and independently determine next steps. Prepare documents including: complaints, motions, orders, answers, pleadings and subpoenas efficiently and accurately.
- Obtain all necessary information from files and coordinate with law enforcement agencies when needed to complete legal documents.

Paralegal, Company Name, City, ST (2006 – 2008)

- Served as primary point of contact with staff attorneys and legal team to coordinate all electronic document productions. This included: organizing documents for scanning, inserting slip sheets, unitizing and preparing documents to be shipped for scanning. Managed scanning/copying jobs with off-site vendors when necessary.
- Maintained tracking logs and always maintained up-to-minute status of all confidential documents.
- Coordinated and facilitated calendar of assigned active cases. Tracked filing, hearing and trial dates and scheduled conferences and interviews.
- Developed and maintained suspense system for ongoing cases, freeing other professionals to manage their caseloads and to grow organization's workload.

Paralegal Assistant, Company Name (2004 – 2006)

- Produced and researched documents using LEXIS and WestLaw. Earned accolades for taking initiative.
- Integrated output from different software types, e.g., tables produced by database applications and charts and graphs produced by electronic spreadsheet applications, into word processing text.
- Created complex tables, graphs and charts to be incorporated into legal documents for courtroom presentations.
- Maintained strong attention to detail and ensured all materials used proper format, spelling, punctuation, capitalization and grammar.

EDUCATION AND TECHNOLOGY SKILLS

Paralegal Certificate, University of Georgia Gwinnett Campus, Lawrenceville, GA, 2004

- Concordance: Provide end-user training in Concordance, make recommendations on how best to handle document productions, in expedite process and ensure data integrity, assist legal team in performing searches and understand tagging.
- Word, PowerPoint, Excel and Outlook and WordPerfect Office Suite.
- Skilled in research using LEXIS and WestLaw.
- Familiar with media duplication and understand various document formats (i.e., Tiff, PDF, JPEG, etc); easily convert files from one format to another.