

Eva J. Kjos

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Objective

My combined experience, dedication to the paralegal profession and make-it-happen attitude are traits you can depend upon in your search for legal support.

Experience

Owner/Paralegal, EK Legal Support LLC; Eau Claire WI 2024 to Present

- Home office-based paralegal services with a focus on supporting solo practitioner and small law firms
- Pre-litigation support: obtain medical records, demand writing, medical record and billing summaries
- Litigation & Arbitration support: drafting complaints, written discovery, mediation briefs, deposition notices, subpoenas, motions and other pleadings
- Business administration, content writing, marketing and website design

Litigation Paralegal, Phillips & Pelly, LLP; Solana Beach, CA 2020 - 2024

- Pre-litigation, litigation and settlement support in a thriving personal injury practice under the direction of five attorneys with a firm-wide caseload of approximately 200 active cases
- Frequent and daily communication with clients, opposing counsel/staff, outside professionals, expert witnesses, couriers, court reporters, and court staff via in-person meetings, telephone, and/or written correspondence
- Pre-litigation support: client intake, file setup, insurance claims administration, obtain medical records, demand drafting, statutory lien administration
- Litigation & Arbitration support: calendaring, proofreading and preparing complaints, written discovery, mediation briefs, deposition notices and scheduling, motions and other pleadings for service and e-Filing
- Settlement administration: medical and statutory lien negotiations to ensure maximum client disbursement
- General law office support, new employee training and accounts payable

Paralegal | Office Manager, Holm Law Group, PC, Encinitas, CA 2018 – 2020

- Case management and litigation support in a personal injury and business litigation practice under the direction of two attorneys
- Daily communication with clients, opposing counsel/staff, outside professionals, expert witnesses, couriers, court reporters, and court staff via in-person meetings, telephone, and/or written correspondence
- Litigation support: calendaring, e-filing, service of documents, proofreading and drafting complaints, motions and other pleadings
- Trial preparation, settlement administration and closure of inactive files pursuant to Firm guidelines
- Discovery support, including drafting discovery demands and responses, subpoenas and deposition coordination
- General law office management, supervision of administrative assistants, accounts payable and vendor administration

Paralegal | Office Manager, Law & Mediation Offices of Debra N. Caligiuri, Carlsbad, CA 2014 – 2018

- New client screening, creation and maintenance of electronic and physical client files, calendaring and full case management to support an average of 50 active litigation/mediation cases in a thriving family law practice under the direction of two attorneys.
- Daily communication with clients, opposing counsel and staff, outside professionals, vendors, couriers, court reporters, and court staff via in-person meetings, telephone, and written correspondence
- Drafting and preparation of legal documents, including correspondence, financial disclosures, judgment packages, discovery, pleadings, settlement agreements, stipulations, deposition preparation and more as needed
- Support relating to sale and transfer of law practice to new owner
- Law office management including accounts receivables/payables, collections, office supply orders, vendor administration

Experience, cont'd.

- Contract Paralegal, Law Offices of Robert J. Young, Los Angeles, CA* 2013 - 2015
- Home-office based support to civil litigation attorney, including personal injury and contract disputes
 - Legal research and drafting of inter-office memoranda per attorney direction
 - Drafting and preparation of complaints, answers, motions, pleadings, declarations, and use of Judicial Council forms
 - Assistance in propounding and responding to written discovery demands
- Sales Specialist/Rigging Assistant/Sailboat & Apparel Manager, West Marine, San Diego, CA* 2010 - 2014
- Assist customers with research, design, advising, scheduling, and producing custom yacht rigging components
 - Vendor and store collaboration to maximize product selection based on customer needs
 - On-site regatta and store support for rigging services, including event planning and logistics
- Store Manager, West Marine, Newport Beach, CA* 2008 - 2010
- Recruiting, hiring, training, and development of store staff to ensure that net profits and customer needs exceed company standards and goals – (2008 Southwest District Store of the Year Award)
 - Oversight of all retail store operations, including inventory management, event marketing, merchandising, and scheduling
- Operations Manager, West Marine, Newport Beach, CA* 2006 - 2008
- Training and development of store staff to ensure that sales goals and customer needs are exceeded
 - Management of total retail store operations, including inventory functions, event planning, merchandising, and scheduling
- Store Planner, West Marine, Watsonville, CA* 2005 - 2006
- Design of retail store fixture and merchandise adjacency plans in compliance with company standards
 - Floor plan maintenance and updates to support company merchandising initiatives
 - Visual merchandising support to field teams and store staff
- Boat Services Coordinator, West Marine, Alameda, CA* 2004 - 2005
- Filing and scheduling system creation and implementation for marine electronics installation business
 - Extensive product research, inventory management, customer service, and administrative support to field technicians
- Inventory Manager, West Marine, San Francisco, CA* 2002 - 2004
- Process inventory returns, write-offs and generate weekly reports
 - Ensure the accuracy of new inventory shipments, report discrepancies and oversee store restocking team
 - Manage and implement new merchandising initiatives and ensure needed product was readily available to customers
- Administrative Assistant II, West Marine, Watsonville, CA* 1998 - 2002
- General administrative support to Store Operations team, including direct manager through VP of department
 - Assistance with high-level customer service matters, including creative problem solving with multiple departments
 - Distribution of weekly corporate materials and initiatives to 200+ retail locations

Education

San Diego Miramar College, San Diego, CA

2012 - 2014

- Associate of Science with Honors, Paralegal- coursework in bankruptcy, probate, contracts, torts, and federal income tax
- ABA Certificate of Achievement with High Honors in Paralegal Studies

Associations/Licenses

- Current satisfaction of continuing legal education credits as required by Calif. Business & Professions Code §6450 et seq.
- Lambda Epsilon Chi, (LEX) Honor Society for Paralegals 2014 Inductee, American Association for Paralegal Education

Relevant Skills/Software Experience

- Mac and PC platforms, Clio Law Management Software, Abacus, Microsoft/Outlook Office Suite, Adobe Pro, Word Perfect, One Legal e-Filing, DocuSign, Attorney's Briefcase, Best Case for Bankruptcy, Essential Forms, Family Law Software, CEB, Interbill/Timeslips, Lexis-Nexis, Westlaw, PACER, & Dissomaster Suite
- 75 Words Per Minute typing speed