

EDUCATION

B.A. in Political Science

University of San Diego,
May 2019.

Paralegal Certificate

University of San Diego,
September 2023.

SKILLS

Bilingual:

Advanced Proficiency
in English and Spanish.

It/Software:

iManage, Adobe, Lexis,
Clio Grow & Manage,
Excel, Outlook,
Dropbox, Salesforce,
Microsoft Word, Trello,
RocketMatter, Rippling.

Core Competencies:

Organized, Adaptable,
Problem-Solving,
Coachable, Exceptional
Customer Service,
And Strong Work Ethic.

HOBBIES

&

ACHIEVEMENTS

Boxing:

Olympian Medalist, 2012.

Running:

Marathonist,
Spartan Race Runner,
Gold Medalist, 2014.

Reading & Journaling:

Passionate About Lifelong
Learning and Self-Reflection.

LEGAL EXPERIENCE

GLOBAL LEGAL LAW FIRM LLP | PARALEGAL | SEPT 2024 – JAN 2025

- Managed case deadlines, hearings, and post-judgment matters.
- Drafted and reviewed legal pleadings, forms, and motions.
- Coordinated with local counsel for filing in out-of-state jurisdictions.
- Conducted research and prepared legal documents such as complaints and settlement agreements.
- Recorded time entries and managed billing.

MORRIS SULLIVAN & LEMKUL LLP | PARALEGAL | JUNE 2024 – SEPT 2024

- Organized documentary evidence, including construction and medical records, for legal analysis.
- Developed discovery strategies and drafted responses to discovery requests.
- Subpoenaed and reviewed third-party records and drafted expert designations.
- Assisted with trial preparation, including jury instructions and trial exhibits.
- Composed post-expert presentation memoranda and entered daily billing entries.

WALTON LAW, A.P.C. | PARALEGAL | FEB 2024 – JUNE 2024

- Managed case files and eFiled/eServed court documents.
- Drafted, edited, and proofread legal documents with precision.
- Created and maintained hearing and deadline calendars.
- Prepared cases for hearings and trials, liaised with clients, and ensured organized case files.

BROCKMAN QUAYLE BENNETT, LLP | LEGAL ASSISTANT | AUG 2023 – FEB 2024

- eFiled and prepared legal documents for submission.
- Coordinated trial preparation and maintained client communications.

KIRKPATRICK & SABARSKY LLP | PARALEGAL | FEB 2023 – AUG 2023

- Handled securities law filings and maintained corporate minute books.
- Managed stock ledgers and prepared contract documentation.

RJS LAW FIRM | CLIENT INTAKE SPECIALIST | DEC 2020 – FEB 2023

- Managed client intake and translated for Spanish-speaking clients.
- Performed accurate data entry and scheduled attorney meetings.

CORE CONSULTING GROUP, INC. | CASE CONSULTANT | FEB 2020 – DEC 2020

- Prepared Subcontractor Allocations and Scope of Repair documents.
- Assisted with SB800 inspections and prepared exhibits for trials and ADR proceedings.

SD TRAFFIC TICKETS | OFFICE MANAGER | JAN 2014 – JAN 2018

- Maintained client-attorney communication and prepared legal filings.
- Developed relationships with courts and coordinated case filings.