

Misty L. Abernathy
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Professional Summary

Experienced Paralegal with more than 20 years of litigation experience, demonstrating a strong ability to work independently and efficiently with minimal supervision. Proven success in managing high-pressure environments while maintaining accuracy, professionalism, and attention to detail. Skilled in supervising legal support staff, coordinating workflow, and contributing to the achievement of organizational objectives. Possesses excellent communication, interpersonal, and computer skills, with a commitment to delivering exceptional client and team support.

Honorably discharged, disabled military veteran (Term of service: 1999 – 2001)

Computer Proficiency

AbacusLaw, Adobe, Amicus Attorney, Cassandra Software, CaseText, Clio, CM/ECF, , Dropbox, Easy TimeBill & Trust Accounting, Google Docs, Lexis Firm Manager, LexisNexis, LoisLaw, Microsoft Office Suite, MyCase, Odyssey eFileGA, PACER, PeachCourt, PracticeMaster, QuickBooks, ShareFile, SharePoint, Tabs3, Time Matters, Timeslips, Westlaw, WordPerfect Office, WordPress
Typing speed: 100+ per minute

Education

Kaplan University, Davenport, IA 2007 - 2010
Bachelor of Science – Paralegal Studies
Graduated October 2010
*Now known as Purdue University Global

Southeastern Career College, Nashville, TN 2003 - 2005
Associate of Applied Science – Paralegal Studies
Graduated September 2005
**An American Bar Association Accredited Program
***Now known as Kaplan Career Institute, Nashville Campus

Litigation Paralegal Experience

- Draft pleadings, motions, orders, and legal correspondence for civil litigation, real estate, personal injury, estate planning, probate, and criminal law matters.
- Conduct comprehensive legal research and prepare case summaries, legal memoranda, and analytical reports.
- Review and analyze real estate records; prepare Trust Indentures, Deeds, Assignments, Releases, and other transactional documents.

- Manage all phases of the discovery process, including document review, organization, Bates stamping, scanning, production, and e-discovery compliance; draft discovery dispute correspondence and motions to compel.
- Coordinate and schedule depositions, including arrangements with court reporters, videographers, and other litigation support vendors.
- Draft dispositive motions and prepare Tables of Authorities and Tables of Contents for court filings.
- Prepare Notices of Appeal and appellate briefs in civil litigation matters.
- Develop and assemble personal injury demand packages; review and summarize medical records and billing documentation; analyze accident reports and witness statements; and communicate with Medicare, Medicaid, healthcare providers, and insurance representatives.
- Prepare and manage litigation budgets for insurance defense matters, including forecasting, cost tracking, reconciliation of litigation expenses, procurement of case-related resources, and coordination of attorney travel.
- Draft Wills, Trusts, and estate planning documents, and prepare probate pleadings and related court filings.

Family Law Paralegal Experience

- Prepare initial case filings, temporary orders, pleadings, and other legal documents in family law matters.
- Manage all aspects of the discovery process, including document review, organization, Bates numbering, scanning, and production; draft discovery dispute correspondence and motions to compel.
- Prepare financial affidavits, child support orders, income deduction orders, parenting plans, and other custody- and support-related documents.
- Analyze financial records and supporting documentation to identify income, assets, liabilities, and other issues relevant to family law proceedings.
- Draft final decrees, settlement agreements, and final orders to ensure accurate resolution of family law matters and compliance with court requirements.

Senior Paralegal/Office Management Experience

- Manage and maintain the firm's client database, ensuring accuracy, confidentiality, and efficient retrieval of client information.
- Supervise and support non-attorney legal staff, including training on firm policies and procedures, employee onboarding and offboarding, performance evaluations, disciplinary counseling, and professional development initiatives.
- Participate in recruitment activities for non-attorney personnel, including interviewing candidates and assisting with hiring decisions.
- Prepare and distribute monthly client billing statements, ensuring accuracy and timely processing.
- Manage firm financial accounts, including account reconciliation, recordkeeping, and monitoring of financial transactions.

- Prepare and reconcile attorney trust accounts in compliance with applicable ethical rules, regulatory requirements, and firm policies.

Employment History

Freelance Paralegal , Demorest, GA	2011 – Present
Litigation Paralegal/Firm Manager , The Kennedy Firm, LLC, Clayton, GA	2017 - 2019
Paralegal , Law Offices of James H. Cox, LLC, Clarkesville, GA	2012 - 2013
Senior Paralegal , Cardinal & Stachel, P.C.*, Sierra Vista, AZ	2010
Insurance Defense Paralegal , Stevens & Weiss, P.C., San Antonio, TX	2009 - 2010
Litigation Paralegal , Cardinal & Stachel, P.C.*, Sierra Vista, AZ	2008 - 2009
Litigation Paralegal , Nina L. Caples, P.C., Sierra Vista, AZ	2007 - 2008
Litigation Paralegal , Carol A. Walker, Attorney at Law, Gainesville, GA	2005 - 2006
Criminal Law Paralegal , Law Offices of Dennis W. Stanford, Clarksville, TN	2005
<i>*firm dissolved</i>	

References available upon request.