

Karen A. Smith
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OBJECTIVE

To obtain a paralegal position in a corporate legal department that will allow me to integrate my writing skills, organizational abilities and 15 years of in-house paralegal experience to contribute to company growth and profitability.

EXPERIENCE

ABC Insurance Company, Pittsburgh, PA
Senior Paralegal, May, 2009 – Present

- Draft legal documents including appellate briefs, findings of fact, discovery, motions, pleadings and memoranda of law.
- Research and analyze a wide variety of legal issues in areas including tax, worker's compensation, environmental, products liability, corporate, employment, international, securities and zoning law.
- Write and edit corporate newsletter; developed time-saving method of newsletter production and distribution.
- Developed in-house paralegal internship program reducing annual staff costs by \$20,000.
- Perform all research and writing for five-attorney legal department, reducing outside counsel fees by 10%.

Dekmark Corporation, Pittsburgh, PA
Legal Assistant, January, 2004 – May, 2009

- Assisted in retention and management of outside counsel.
- Audited outside counsel legal invoices and provided analysis to corporate legal executives; helped reduce outside counsel fees by 20%.
- Involved in all aspects of litigation support including legal research, factual investigation, medical records review, document management and trial preparation.
- Served as liaison between corporate executives, outside counsel, third-party administrators and all levels of corporate personnel.

- Drafted and instituted departmental guidelines for case investigation increasing case management efficiency.
- Drafted discovery documents, motions, briefs and legal memoranda.
- Received Employee Innovation Award in 2005.

Newberg Corp., Pittsburgh, PA

Senior Paralegal, August, 2000 – January, 2004

- Served as paralegal in the litigation department, rising to senior level position in one year.
- Assisted staff counsel in all aspects of litigation management including legal research, factual investigation, witness preparation, document management and trial preparation and support.
- Performed medical records procurement and analysis; prepared medical chronologies and summaries.
- Drafted successful 3rd Circuit brief on employment law issue.
- Assisted in launching departmental intranet site, drafting web content and training staff on intranet use.

Robertson Corporation, Pittsburgh, PA

Corporate Paralegal, July, 1996 – August, 2000

- Assisted staff attorneys in the management of 350+ cases including corporate, asbestos, products liability, labor and employment, environmental and commercial litigation.
- Served as liaison between corporate executives, outside counsel, insurance carriers and third-party administrators.
- Drafted resolutions, contracts, tax certificates, memoranda of law and other legal documents.
- Managed law library; trimmed subscription costs by 5%.
- Received employee recognition award in 1999.

EDUCATION

Davis University Paralegal Institute, Pittsburgh, PA

Degree: Paralegal Certificate, June, 1996

G.P.A.: 3.9

Associate Editor, Parascope Magazine

University of Pittsburgh, Pittsburgh, PA

Bachelor of Arts, English/Writing, 1995

G.P.A.: 3.7, Magna Cum Laude

Dean's List every semester

ACHIEVEMENTS

- Pro Bono Award, Pittsburgh Paralegal Association, 2007 and 2008
- Published author on paralegal practice topics: “10 Ways Advance Your Corporate Paralegal Career,” Legal Assistant Today (August, 2007); “Cost Containment: A Paralegal’s Guide to Auditing Legal Invoices,” International Paralegal Journal(Spring, 2009).
- Davis University Paralegal Institute scholarship recipient, 1995

MEMBERSHIPS

- Pittsburgh Paralegal Association
- National Federation of Paralegal Associations