

# Quincy Martinez

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## Paralegal

**Phone:** (555) 234-5678  
**Address:** 1425 Oak Street, Denver, CO 80202  
**Website:** <https://linkedin.com/in/quincymartinez>  
**Email:** [quincy.martinez@email.com](mailto:quincy.martinez@email.com)

- Detail-oriented paralegal with ABA-approved certificate and 3+ years of legal support experience in litigation and corporate law environments
- Proficient in legal research using Westlaw and LexisNexis, with expertise in case management software including Clio and iManage
- Demonstrated ability to manage discovery documents for 40+ cases while maintaining 100% accuracy in court filing deadlines
- Strong background in client communication and confidential document management, supporting attorneys in high-stakes litigation matters
- Bilingual English/Spanish capabilities with experience serving diverse client populations in legal settings

## WORK EXPERIENCE

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### Morrison & Associates Law Firm

June 2023 - December 2023

#### Paralegal Intern

- Conducted comprehensive legal research using Westlaw and LexisNexis databases for 25+ civil litigation cases, reducing attorney research time by 35%
- Drafted discovery requests, interrogatories, and deposition summaries under attorney supervision for personal injury and contract dispute cases
- Organized and maintained confidential case files using iManage document management system for 40+ active litigation matters
- Prepared trial notebooks and exhibits for 8 court proceedings, ensuring all documentation met court formatting requirements
- Coordinated client interviews and depositions, managing scheduling for 50+ participants with zero conflicts

### Colorado Corporate Legal Services

January 2021 - May 2023

#### Legal Administrative Assistant

- Maintained confidential corporate filing system for 200+ business entities using legal indexing methods and compliance tracking
- Prepared corporate formation documents including Articles of Incorporation and Operating Agreements under attorney review
- Managed statutory deadline calendar for corporate compliance filings, achieving 100% on-time submission rate over 2.5 years
- Conducted initial client intake interviews for business formation matters, gathering essential information for attorney consultations
- Processed e-filing submissions through Colorado Secretary of State portal and federal agencies, ensuring regulatory compliance

### Denver Medical Associates

March 2019 - December 2020

#### Administrative Coordinator

- Managed confidential patient records system serving 1,500+ patients while ensuring HIPAA compliance and data security protocols
- Coordinated complex scheduling for 12 medical professionals, demonstrating organizational skills transferable to legal case management
- Researched and compiled regulatory compliance reports for quarterly submissions to state health department
- Drafted professional correspondence for executive review, maintaining accuracy and professional tone in sensitive communications

## EDUCATION

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### University of Colorado Denver

Graduated: May 2023

#### Paralegal Certificate - ABA Approved Program

GPA: 3.9/4.0

Relevant Coursework: Legal Research & Writing, Civil Litigation Procedures, Corporate Law, Family Law, Real Estate Transactions, E-Discovery Fundamentals

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## Colorado State University

*Graduated: May 2018*

### Bachelor of Arts in English Literature

Magna Cum Laude, GPA: 3.7/4.0

Concentration: Professional Writing and Communication

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## TECHNICAL SKILLS

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### Legal Research

Westlaw, LexisNexis, PACER database navigation, Colorado Courts E-Filing

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### Document Management

iManage, NetDocuments, Adobe Acrobat Pro (Bates numbering, redaction)

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### Case Management

Clio, MyCase, PracticePanther, CaseMap timeline creation

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### E-Discovery

Relativity basics, Concordance database management, electronic document review

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### Legal Software

HotDocs document assembly, TimeSlips billing software, CourtLink case tracking

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### Transcription

75 WPM typing speed, legal transcription software proficiency

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## CORE COMPETENCIES

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### Legal Document Review

Meticulous proofreading of legal documents for accuracy and compliance with court rules

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### Case Management

Simultaneous management of multiple case files while maintaining accuracy and meeting court deadlines

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### Confidentiality

Confidential information handling with strict adherence to attorney-client privilege requirements

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### Client Communication

Client interview techniques and professional communication in sensitive legal matters

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### Legal Operations

Billable hour tracking and legal cost management understanding

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### Language Skills

Fluent Spanish language capabilities for diverse client communication

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## CERTIFICATIONS AND PROFESSIONAL DEVELOPMENT

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### NALA Certified Paralegal (CP) Candidate

Exam scheduled March 2024

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### Colorado Bar Association Paralegal Division Member

2023 to Present

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### Advanced E-Discovery Techniques

*October 2023*

Continuing Legal Education - 6 CLE Hours

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### Legal Technology and Case Management

*August 2023*

## AWARDS AND PUBLICATIONS

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### Dean's List - Paralegal Studies Program

Fall 2022, Spring 2023 - Maintained 3.9 GPA while completing full-time coursework and internship requirements

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### "Understanding Digital Evidence in Civil Litigation"

April 2023

Article published in University of Colorado Denver Legal Studies Review - Researched and analyzed recent case law regarding electronic discovery procedures

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### Excellence in Legal Writing Award

May 2023

Recognized for superior brief writing and legal analysis in Advanced Legal Research course

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### Outstanding Student Achievement Award

December 2022

Colorado Corporate Legal Services - Recognized for exceptional performance in legal administrative support and client service

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## PROFESSIONAL REFERENCES

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### Professor Sarah Chen, J.D.

Director, Paralegal Studies Program

University of Colorado Denver

sarah.chen@ucdenver.edu | (303) 555-7890

*Relationship: Paralegal Program Instructor - Legal Research & Writing*

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### Michael Morrison, Esq.

Senior Partner

Morrison & Associates Law Firm

mmorrison@morrisonlaw.com | (303) 555-4567

*Relationship: Supervising Attorney during Paralegal Internship*

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### Jennifer Rodriguez

Senior Paralegal

Colorado Corporate Legal Services

jrodriguez@ccls.com | (303) 555-2345

*Relationship: Direct Supervisor - Legal Administrative Assistant Position*