

RÉSUMÉ
OF
COURTNEY D. VANCE
SENIOR PARALEGAL / DIRECTOR, CLIENT SERVICES



THE HOLT GROUP LLC
Attorneys & Counselors at Law
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Denver, Colorado 80202

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LEGAL EXPERTISE: Litigation Paralegal (Construction Specialty)

AREAS OF SPECIALIZED KNOWLEDGE:

Providing legal representation to the construction industry, including owners, contractors, architects, engineers and other design professionals involved in business and construction disputes.

SPECIFIC EMPLOYMENT HISTORY:

- 10/03-Present **Senior Paralegal / Director, Client Services**, The Holt Group LLC, Denver, Colorado
Work with litigators in all stages of complex commercial and construction matters. Responsibilities include: document review and management, maintaining relationships with clients and witnesses, detailed deposition preparation, drafting of discovery and pleadings, preparation for trials, Alternate Dispute Resolution, and Summary Judgment arguments. Also responsible for the management and supervision of other Firm Paraprofessionals.
- 08/01-10/03 **Project Assistant**, Holland & Hart, LLP Denver, Colorado
Involved in all stages of discovery, trial preparation and trial proceedings in multiple civil litigation cases. Responsibilities included: case management, document production, database maintenance, drafting pleadings, letters and other correspondence, scheduling/docketing deadlines and played key roles during trials in United States District Court and State District Court.
- 05/01-07/01 **Paralegal Internship**, Hill & Robbins, P.C., Denver, Colorado
Assisted with discovery, trial preparation and trial proceedings in civil litigation cases. Responsibilities included: document database entry, trial notebook organization, coordinating depositions, reviewing and summarizing depositions, preparation of key documents and exhibits, conducting legal investigation and research, creating document databases, preparing client and witness correspondence, and participating in document production in Grand Junction, CO.

SKILLS AND QUALIFICATIONS:

Excellent verbal and written communication skills;
Self-motivated, detail oriented and achievement-driven; and
Proficient in Microsoft Access, Microsoft Word, Microsoft Excel, Microsoft Outlook,
Microsoft Visio, Concordance, Summation, Eclipse, Real Legal Binder, ECCO, Adobe Acrobat, Lexis,
Westlaw, ICCES, Lois Law and the Internet.
Proficient in Justice Link and Court Link.

EDUCATION:

ABA Approved Paralegal Certificate, February 2001, Denver Paralegal Institute, Denver, Colorado.

Bachelor of Arts Degree in Political Science, May 2000, Fort Hays State University, Hays, Kansas.