

**RÉSUMÉ
OF
A. NICOLE PAZOL
PARALEGAL**



THE HOLT GROUP LLC
Attorneys & Counselors at Law
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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:

- 1/2017 – Present **Paralegal**, The Holt Group LLC, Denver, Colorado
Work with litigators in all stages of complex commercial and construction matters. Responsibilities include: document review and management, detailed data entry of documentation into comprehensive case management database, preparation for trials and assist with administrative functions of mediation and arbitration case management.
- 10/2014 – 1/2017 **Paralegal II**, Wheeler Trigg O'Donnell, Denver, Colorado
Created PowerPoint presentations for attorneys that included timelines, meaningful charts, graphs and animated graphics. Timely created, organized, and finalized collections of trial exhibits and corresponding lists to meet the satisfaction of attorneys. Ensured data was properly distributed to team members, clients, co-counsel, and opposing counsel by utilizing FTP links, shared drives, electronic notebooks, hard copies, and programs such as pdfDocs, Case Notebook, Eclipse, and FileSite.
- 2/2014 – 10/2014 **Legal Assistant**, Rooms To Go, Atlanta, Georgia
Gathered and received information on subpoenas, wrote all subpoena letters, and contacted outside attorneys for collection of fees. Audited all invoices for accuracy before processing and ensured all invoices were paid on time. Discovered and created case timelines for attorneys. Managed physical and e-filing systems for the legal department. Retrieved and formed relevant data into pivot tables in Excel to be used for presentations by the real estate legal team. Processed garnishment documentation and verified that the correct entity had been served.

SKILLS AND QUALIFICATIONS:

Proficient in Microsoft Programs, Adobe Acrobat, Westlaw and TrialDirector.

EDUCATION:

Paralegal Certificate, October 2014, Emory University, Atlanta, Georgia

Bachelor of Science Degree in Criminal Justice and Forensic Behavioral Science, July 2012, Kennesaw State University, Kennesaw, Georgia.