

**RÉSUMÉ
OF
HERSHINI GOPAL
PARALEGAL**



THE HOLT GROUP LLC
Attorneys & Counselors at Law
1675 Broadway, Suite 2100
Denver, Colorado 80202

Telephone: (303) 225-8500 – Main Facsimile (303) 225-4585
(303) 225-4223 – Direct E-mail: hershini.gopal@holtllc.com
Toll Free: (877) 561-8319

Website: <http://www.holtllc.com/>

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:

- 9/2017 – 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.
- 8/2015 – 6/2017 **Paralegal**, Department of Justice, Washington, D.C.
Assist in the National Courts Section, Commercial Litigation Branch in trial preparation, oral argument preparation, editing briefs, and discovery.
- 5/2015 – 8/2015 **Intern**, United Nations Environmental Programme, Washington, D.C.
Compile research for the Climate Summit in Paris, prepare presentations for scientists, researchers, and attorneys.
- 12/2014 – 4/2015 **Intern**, Environmental Protection Agency, Washington, D.C.
Review logs for international transportation of hazardous waste, work with international governments on hazardous waste management.

SKILLS AND QUALIFICATIONS:

Proficient in Microsoft Programs, Adobe Acrobat

EDUCATION:

Bachelor of Science, Environmental Science and Policy, *summa cum laude*, December 2016, University of Maryland, College Park, Maryland.

IB Graduate, AP Scholar, May 2013, Smoky Hill High School, Aurora, Colorado.