

**RÉSUMÉ  
OF  
STORMIE D. GARVIN  
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:**

- 4/2018 – 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 and preparation for trials.
- 8/2017 – 2/2018      **Paralegal**, RetchKornfeld PC, Denver, Colorado  
Worked closely with defense team and investigator to prepare trial notebooks, organize discovery and submit e-filings with the state and federal courts in order to provide defense for clients involved in high profile criminal cases.
- 8/2013 – 2/2014      **Paralegal Intern**, Denver County Public Defender’s Office, Denver, Colorado  
Worked closely with team members and client’s relatives to handle confidential material with discretion on a juvenile first-degree murder trial to provide best defense for the client while providing empathy and compassion to the client and family members affected by the client’s legal situation.
- 10/2015 – 8/2017      **Administrative Assistant**, Delkevic USA, Englewood, Colorado  
Worked directly under the vice president of a leading international manufacturer and supplier of motorcycle exhaust systems and assisted in marketing tasks to help management meet company objective for promotion and advertisement. Other duties performed included managing calendars, making travel and event arrangements, and organizing inventory.

**SKILLS AND QUALIFICATIONS:**

Proficient in Microsoft Programs and Adobe Acrobat.

**EDUCATION:**

Bachelor of Arts, Political Science, Anticipated Fall 2018, University of Colorado, Denver, Colorado

Associate of Applied Science, Paralegal, 2013, Community College of Denver, Denver, Colorado