

**RÉSUMÉ
OF
PAIGE J. PLASSMEYER
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:

- 9/2018 – 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.
- 10/2017 – 6/2018 **Paralegal**, Burke & Domercq, LLP, Carlsbad, California
Worked closely with attorneys, paralegals, and clients to litigate all stages of family law cases in San Diego County. Responsibilities included: preparing for trials, hearings, and settlement conferences, drafting pleadings, compiling documentation for depositions, and discovery review and management.
- 6/2017 – 9/2017 **Paralegal Intern**, Law Offices of Stephen G. Cline, San Diego, California
Worked under a senior paralegal in stages of criminal defense litigation. Tasks accomplished included: maintenance of client files, contacting legal entities for client information and discovery, and administrative support.

SKILLS AND QUALIFICATIONS:

Advanced use of Abacus, Essential Forms, Tussman, Microsoft Word, Outlook and PowerPoint.
Proficient with Microsoft Excel, LexisNexis and Hot Docs.
Working proficiently in Spanish.

EDUCATION:

ABA Approved Paralegal Certificate, September 2017, University of San Diego, San Diego, California.

Bachelor of Arts, Criminal Justice, Public Administration and Spanish, May 2017, San Diego State University, San Diego, California.