ABBY BROWN

Professional Summary

Motivated and Experienced Legal Case and Law Office Manager with excellent communication skills with both legal professionals and clients demonstrated by experience in legal case management and five years of experience in Family and Criminal Law in the State of Alabama and the State of Mississippi.

Skills

- Proficient in Microsoft Word and Excel
- Familiar with Alacourt software
- High levels of interpersonal communication skills
- Excellent time management skills
- Knowledgeable of court related information and documentation
- Able to work independently
- Ability to work under pressure and meet deadlines

Work History

Senior Paralegal and Office Manager, 04/2013 to Present
Shane A. Taylor & Associates – Mobile, AL

- Create intake sheets
- Answer calls and schedule attorney's calendars and book appointments with new clients
- Review notes from attorneys to draft pleadings and discovery documents for new divorce cases, custody cases, post judgment modifications and contempt cases in Circuit and District Court
- Organize schedule for process service upon opposing parties with in state and out of state process servers or law enforcement to execute Order from Court
- Liaise and meet with opposing counsel to organize agreements, settlements, chase discovery documents or to discuss mediation in a case
- Manage two assistants and delegate tasks to them to include, running Court documents to a Clerk's or Judge's office, opposing counsel or to a process server
- Create documents to expunge criminal records and liaise with FBI to obtain needed documents to facilitate the same
- Answer all questions from clients and manage them throughout the case to ensure comfort and that they are fully prepared for their hearing or trial
- Discuss and chase Orders from the Court with Judge's office
- Draft uncontested divorces
- Take payments for invoices due to the firm for legal services managed in the case each month
- Draft letters to clients on their court dates and calendar for any deadlines and or dates before to ensure that the client is fully prepare for trial

- Work closely with attorneys employed to collect debts on Defendant's and prepare the cases with all documents needed for trial or hearing for the attending attorney
- Manage attorney workload and manage their schedule and or court hearings
- Prepare evidence for trial or hearing
- Working with Department of Human Resources or Social Workers in Custody or Divorce cases to set up Individual Safety Plans for families
- Help organize bail for clients in Criminal Cases and manage and inform clients and their families of the status of their case

Telemarketer, 12/2011 to 01/2012
Dial America – El Paso, TX

- Made calls from an organized database to sell Sirius XM radio subscriptions via a pre-made script.

Legal Assistant, 06/2011 to 12/2011
David P. Leeper Tax Attorney – El Paso, TX

- To assist the Senior Paralegal in preparing tax documents and filing Power of Attorney and Notices for Hearing in the Federal Courts of Texas, San Antonio. Liaise with clients to gather all legal documents and tax documents and receipts for court hearings.
- Answered calls and scheduled meetings with Attorneys.
- Drafted letters to clients on update of their case and court dates to appear.

Education

Paralegal and Mediation Certification, 2013
Lakewood College
Cleveland Heights, OH

- Paralegal/ Legal Assistant Certification
- Outstanding Graduate of 2017

Interior Design Diploma, 2007
City and Guilds of London Institute
Cambridge, England

Military

- Certification of Appreciation from the Headquarters and Headquarters Battalion of First Armored Division Fort Bliss, El Paso TX. 2010-2012.
- Served as Volunteer Family Readiness Group Leader for same unit.