

Casey Davis

Litigation Paralegal

City, State Abbreviation, Zip Code | (123) 456-7890 | casey.davis@example.com | LinkedIn | Portfolio

Profile

Seasoned litigation paralegal with 7 years' experience supporting high-stakes civil and commercial litigation at national law firms. Expert in e-discovery, deposition prep, and trial exhibit coordination.

Professional Experience

Litigation Paralegal | Bennett & Young LLP | New York, NY June 2017 – Present

- Manage e-discovery for 15+ matters per year, processing 2M+ documents with Relativity and reducing review time by 40%
- Coordinate depositions and trial exhibits for multi-million-dollar plaintiff cases, ensuring 100% exhibit accuracy
- Draft motions to compel and discovery requests, improving motion success rates by 25%

Litigation Assistant | Kirkland & Ellis | New York, NY January 2014 – May 2017

- Compiled privilege logs and document productions for complex contract disputes
- Prepared witness binders and demonstratives for trial, slashing prep time by 30%
- Maintained docket calendar and tracked deadlines for 50+ active cases

Education

Associate in Applied Science – Paralegal Studies May 2013

Nassau Community College, Garden City, NY

Certifications

- e-Discovery Specialist (CEDS), ACEDS, February 2016
- Certified Paralegal (CP) , NALA, August 2012