

Alex Brown

Personal Injury Paralegal

Dedicated personal injury paralegal with 4 years' experience at boutique and mid-sized firms. Skilled in client intake, medical record review, and settlement preparation.

CONTACT



(123) 456-7890



alex.brown@example.com



LinkedIn | Portfolio



City, State Abbreviation, Zip
Code

EDUCATION

Associate in Paralegal Studies
Houston Community College,
Houston, TX, May 2017

PROFESSIONAL EXPERIENCE

PERSONAL INJURY PARALEGAL | THOMPSON & LEE LLP, HOUSTON, TX
JULY 2019 – PRESENT

- Manage 120+ active auto-collision and slip-and-fall cases, preparing demand packages that have yielded average settlements 18% above initial offers
- Coordinate medical records collection and summarization for plaintiff files, reducing attorney prep time by 35%
- Draft and file discovery requests and responses, maintaining 100% compliance with court deadlines

LEGAL ASSISTANT | HARRIS & NGUYEN, HOUSTON, TX
JUNE 2017 – JUNE 2019

- Conducted client intake interviews for 80+ new personal-injury claims per year, improving data accuracy by 25%
- Prepared and organized trial exhibits and chronologies, cutting courtroom prep time by 20%

CERTIFICATIONS

- Certified Paralegal (CP), NALA, June 2018
- Certified Paralegal (CP) , NALA, August 2012