

PT

Pat Thomas

Senior Paralegal

Senior paralegal with 12 years' experience in corporate and commercial litigation. Proven leader in team training, large-scale e-discovery management, and complex document production.

Contact



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LinkedIn | Portfolio



City, State Abbreviation, Zip
Code

Education

Bachelor of Science in Legal Studies

Northeastern University, Boston, MA
| May 2010

Professional Experience

SENIOR PARALEGAL | MICHAELS & HERSHFIELD LLP, BOSTON, MA
MARCH 2015 – PRESENT

- Oversee e-discovery projects processing 5M+ documents annually, improving review efficiency by 50%
- Train and mentor 8 junior paralegals on litigation procedure and software tools, reducing onboarding time by 40%
- Coordinate multi-district MDL filings, ensuring on-time federal and state court submissions

LITIGATION PARALEGAL | CARTER & LEE, BOSTON, MA
AUGUST 2010 – FEBRUARY 2015

- Managed deposition logistics and exhibit preparation for securities-fraud cases
- Drafted motion briefs and document analyses, increasing motion grant rate by 20%

Certifications

- Advanced e-Discovery Specialist (CEDS), ACEDS, August 2018