




Patrick Reed

Law And Legal

Senior paralegal and team lead with 18 years in complex commercial litigation and white collar defense. Runs trial teams of 5-8, owns e-discovery vendor relationships, and serves as the go-to resource for cite-checking and court rules across multiple jurisdictions.

CONTACT INFORMATION

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 Pittsburgh, PA

KEY SKILLS

- Trial team leadership
- Relativity (RCA), Everlaw, Reveal
- E-discovery vendor management
- FRCP and federal local rules
- Privilege log strategy
- Expert witness management
- Budgeting and matter forecasting
- Team training and mentoring
- Bluebook and ALWD citation
- PACER and CM/ECF

PROFESSIONAL EXPERIENCE

2019 - Present

Paralegal Manager | Whitfield Crowne LLP, Pittsburgh, PA

- Lead a team of 9 paralegals and 3 case clerks supporting the litigation and investigations practice group.
- Owned trial logistics for an antitrust matter with 1.2 million documents in review; coordinated 14 depositions and a four-week jury trial.
- Renegotiated the Relativity hosting contract, reducing annual e-discovery spend by about 18% without changing vendors.
- Built a rotation that pulled paralegals into early case strategy meetings, cutting late-stage scope changes on six matters last year.
- Sit on the firm's technology committee and pilot test new document review tools twice a year.

2014 - 2019

Senior Litigation Paralegal | Beechmont & Kale, Cleveland, OH

- Lead paralegal on a securities class action that settled for \$34M after three years of discovery.
- Managed 11 expert witnesses, including scheduling, retainers, and production of expert reports under FRCP 26.
- Coordinated war rooms for two federal trials in the N.D. Ohio and S.D.N.Y.
- Mentored four junior paralegals; two were promoted into senior roles within the firm.

2010 - 2014

Litigation Paralegal | Hartmann Voss PC, Akron, OH

- Supported commercial litigation and construction defect matters for two senior partners.
- Managed document productions averaging 40,000 pages per matter using Concordance.
- Drafted discovery requests, responses, and privilege logs for state and federal cases.
- Took primary responsibility for trial exhibit preparation on three jury trials.

2006 - 2010

Paralegal | Quinn Legal Group, Youngstown, OH

- Began as a file clerk and promoted to paralegal within 18 months.
- Supported personal injury, workers' compensation, and Social Security disability matters.
- Drafted hearing memos and gathered medical records for an active caseload of about 75 clients.
- Maintained the firm's calendar and statute of limitations tracker across three attorneys.

EDUCATION

B.S. in Legal Studies, Kent State University, 2006

Advanced Paralegal Certification (APC), NALA, 2013

