



MS. ROBIN L. BEATY BOISSEAU

HIGHLIGHT OF QUALIFICATIONS

- Proven paralegal/legal support skills utilized within small, mid-size and large law firms as well as corporate settings.
- **PRACTICE AREAS:** Corporate Law, Financial Services, Immigration, Civil Litigation, International, Family Law, Juvenile Law, Adoption, Estate Planning/Probate, Criminal Law, Insurance Defense, Real Estate, Social Security Disability, Bankruptcy, Personal Injury, Veteran Appeals, Personal Injury, Mergers and Acquisitions
- Accomplished in prioritizing daily tasks; exemplifies a strong work ethic and team player attitude with little to no supervision.
- Excellent communication skills and research skills.
- **Law Firm Software Utilized:** PACER, Microsoft Word, Microsoft Excel, Microsoft Powerpoint, IPro, Concordance, Relativity, FileSite, Workflow, iManage, Deltaview, Chrome River, InterAction, Elite Webview, Timeslips, TimeMatters, ProDocs, Oracle, RightFax, Perfect Practice, Aderant, Rendezvous, LoisLaw, Lexis-Nexis, Westlaw; Typing speed: 65-70 wpm.
- **Notary Public Commissions** – District of Columbia, Maryland and Virginia (All Current); RON approved in Virginia

EMPLOYMENT BACKGROUND

BT-B PARALEGAL SERVICES, LLC

September 2009 – present

Contract Paralegal/Legal Support - LITIGATION/FAMILY LAW/ SOCIAL SECURITY/

PROBATE -Contract legal support provided in various practice groups (civil litigation, family law, probate and many others). Experience includes but is not limited to working with attorneys on the DC Fiduciary Panel which are appointed by the DC Superior Court to address indigent individuals in need of fiduciary services.

EVERSHEDS - SUTHERLAND

October 2007- January 2019

Executive Legal Assistant – CORPORATE / FINANCIAL SERVICES - Primary responsibilities include but are not limited to coverage of nationally-renowned Senior-level Corporate partner, the 1 Counsel and 2 Associate Attorneys in the Financial Services/Corporate Practice Groups. Responsibilities include coordinating all travel plans (personal and professional) for the Senior-level partner, scheduling of client appointments and/or conferences, and CLE accreditation seminars, coordinating all internal meetings and handling the Senior Partner's billing (estimated \$1-2,000,000 in revenue a month) and maintenance thereof for a minimum of 150 clients, annual collection initiative netting an annual average in the millions of revenue. Revisions and drafting of memorandums, transcription, editing of large volume documents and the preparation of expense /time management reports also inclusive of daily responsibilities. **Pro bono paralegal-level work performed in the areas of Immigration (Asylum, VAWA), Social Security and Family Law.*

MARKS & HARRISON

March 2006-August 2007

Paralegal- SOCIAL SECURITY DISABILITY- Primary responsibilities included compiling strong medical evidence in support of client's Social Security claim in preparation for hearing, heavy client interaction for same, payment of all client bills incurred during litigation and finalization of briefs in preparation for final hearing. Detailed analysis of all medical evidence was necessary in this position.

LITIGATION - While assigned to the personal injury litigation area; responsibilities included handling all aspects of litigation regarding large scale personal injury cases, case management, attorney scheduling as well as heavy client interaction. Preparation of pleadings, memoranda of law, trial notebooks and exhibits, appellate briefs, deposition summaries and all aspects of preparation for trial were inclusive in this position.

HUNTON & WILLIAMS (temp. assignment)

December 2005-March 2006

Paralegal- ASBESTOS LITIGATION- Responsibilities included large volume document review of all potential discovery including but not limited to previous litigation, employee medical records etc. with regard to asbestos litigation in the course of representation for international company.

LAW OFFICE OF JOHN W. LEE

March 2004-Sept. 2005

Paralegal- BANKRUPTCY/FAMILY LAW- Firm specializing in bankruptcy, divorce, adoptions and landlord/tenant matters. Responsibilities include handling divorces from the inception to completion, preparation of pleadings, motions, memorandum of law; preparation and filing of bankruptcies. Assistance in the hiring process as well as training of new personnel was also a key part of this position. This position was deadline oriented with heavy client interaction.

LAW OFFICE OF KEVIN P. SHEA PC

Nov. 2000-Sept. 2005 *

Paralegal - GENERAL LITIGATION/FAMILY LAW/BANKRUPTCY- Firm specializing in general litigation with a concentration on criminal, family law and real estate. Responsibilities included handling all facets of civil litigation, wrongful death, family law, veteran appeals, court appointed work, criminal cases, criminal appeals, personal injury, bankruptcy and real estate closings. Transcription was a major aspect of this position. Handled complicated contested divorce issues, drafted motions and pleadings for review by Managing Partner. Prepared interrogatories/responses to RFP, depositions, equitable distribution preparation for trial and appeals. Efficient in handling all facets of personal injury cases. Heavy client interaction was necessary for the purpose of ascertaining the needs of the clients in preparation of depositions and/or trial. In addition, staff training, implementation of billing procedures and software, as well as receptionist coverage was inclusive.

WILDER & GREGORY

May 1999-May 2000

Paralegal- INSURANCE DEFENSE- Firm specializing in general litigation with a concentration estate planning, insurance defense and criminal law. Responsibilities included handling all facets of insurance defense litigation cases. Client interviewing, subpoena of records and witnesses for trial, preparation of pleadings and motions, interrogatories, depositions, trial preparation etc

VOLUNTEER EXPERIENCE

- **Real Estate Litigation Paralegal** – 2016 - Present - International nonprofit organization. Responsibilities include but are not limited to review of legal descriptions/deeds/restrictive covenants etc. in preparation for conducting pre-claim investigation, legal research in conjunction with preparation of legal memorandums in support of same, initial case assessments, perform administrative duties (calendar hearings and deadlines, organize case files, manage logistics etc.), maintain pleadings and discovery indexes and organize exhibits, documents, evidence, briefs and appendices for trial prep

EDUCATIONAL BACKGROUND

- **MBA-** 2005-2006-Virginia Commonwealth University
- **B.S. in Criminal Justice-** 1992-1996- Virginia Commonwealth University
- **Paralegal Studies** - 1990-1992- J. Sargent Reynolds Community College