Amara Haddad

Paralegal

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SUMMARY

Paralegal with 5 years of experience in civil litigation and corporate support, managing discovery, filings and contract review for a caseload of up to 40 active matters. Built the document index that cut deposition prep time by 6 hours per case, and tracks every deadline across 3 attorneys with zero missed filings in 2 years. Comfortable in state and federal e-filing systems.

EXPERIENCE

Paralegal — Halloran & Vance LLP

Denver, CO · Aug 2022 – Present

- Manage discovery for a caseload of up to 40 active civil litigation matters, coordinating document production with opposing counsel on 15 cases a year.
- Built a searchable document index in Relativity for a 3-year breach of contract case with 18,000 pages, cutting deposition prep from 2 days to 6 hours.
- Track filing deadlines for 3 attorneys across state and federal courts, maintaining a zero-missed-filing record over 2 years.
- Draft first versions of pleadings, discovery requests and subpoenas for attorney review, reducing attorney drafting time on routine motions by about half.

Paralegal — Bergstrom Corporate Partners

Denver, CO · Jun 2019 – Jul 2022

- Reviewed and redlined 10 commercial contracts a month, flagging non-standard indemnification and termination clauses for the supervising attorney.
- Prepared closing binders for 20 corporate transactions a year, assembling signature pages and exhibits with no missing documents at closing.
- Maintained the corporate minute book and cap table records for 35 client entities, updating them within a week of every transaction.

SKILLS

Litigation support: Discovery management, deposition prep, trial exhibit binders, e-filing (CM/ECF)

Document tools: Relativity, iManage, Westlaw, LexisNexis, Adobe Acrobat (redlining, Bates numbering)

Corporate support: Contract review, closing binders, entity maintenance, cap table tracking

Office: Microsoft Office, calendaring and deadline tracking, client billing (timekeeping software)

CERTIFICATIONS

Certified Paralegal (NALA), 2020

EDUCATION

B.A. Political Science, University of Colorado Denver, 2019

Fictional example by FindAJobAI: the person, employers and numbers are invented.