

Angela Ruiz

PARALEGAL

✉ angela.ruiz@example.com · 📞 (555) 852-3746 · 📍 Dallas, TX · 🌐 linkedin.com/in/angelar Ruiz

SUMMARY

NALA-certified paralegal with nine years in civil litigation and insurance defense. Supports four attorneys on a 60-case docket covering discovery, filings, and trial preparation, with zero missed deadlines in five years and e-filing handled across state and federal courts.

EXPERIENCE

Litigation Paralegal — Calloway & Briggs LLP

06/2021 – Present

- Support four litigation attorneys across a 60-case docket, managing every deadline in Clio with zero missed filings in five years
- Draft pleadings, discovery requests, and deposition summaries; e-file 25+ documents a month through the Texas eFile system
- Organized document review in Relativity for a matter with 90,000 records, cutting outside-vendor review hours 35%

Paralegal — Trinity River Law Group

08/2018 – 05/2021

- Managed discovery for 40 active personal-injury files, indexing medical records and preparing exhibit lists for trial
- Drafted subpoenas, records requests, and settlement demand packages averaging \$85K in documented damages
- Scheduled depositions, mediations, and hearings across 12 counties without a single calendar conflict

Legal Assistant — Mendez & Cole Attorneys

09/2016 – 07/2018

- Processed intake for 30+ new clients a month, opening files and running conflict checks
- Maintained attorney calendars and court deadlines for a three-lawyer family-law practice

EDUCATION

B.S. Criminal Justice — University of North Texas

2012 – 2016

SKILLS

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|--------------------------------|-------------------------|
| — Discovery management | — Pleadings and motions |
| — Deposition summaries | — Trial preparation |
| — E-filing (state and federal) | |
| — Westlaw | — LexisNexis |
| — Relativity | — Clio |
| — NetDocuments | |

CERTIFICATIONS

NALA Certified Paralegal (CP)

Texas Notary Public