Antonio Martínez

Legal Case Manager

📞 +1 234 567 89 10

✉ antoniomartínez@gmail.com

📍 New York, NY

LINKS

LinkedIn - antoniomartínez

AWARDS

- Outstanding Paralegal Award (2023)
- Employee of the Year (Greenberg & Co., 2019)

LANGUAGES

- Spanish (Bilingual)

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Legal Case Manager with over 8 years of experience managing complex legal cases from inception to resolution. Proficient in case management software, legal research, and client communication. Demonstrated ability to work collaboratively with attorneys and clients to ensure the efficient and effective progression of cases.

EXPERIENCE

2020 - Now

Legal Case Manager

Smith & Johnson LLP

New York, NY

- Manage over 150 active cases simultaneously, ensuring all deadlines and court dates were met.
- Conduct legal research and prepared comprehensive case summaries for attorneys.
- Coordinate with clients, opposing counsel, and court personnel to facilitate case progression.
- Draft and file legal documents including motions, briefs, and pleadings.
- Utilize case management software to maintain accurate and up-to-date case files.

2016 – 2019

Paralegal/Case Manager

Greenberg & Co.

Boston, MA

- Provided comprehensive case management support to a team of five attorneys.
- Conducted initial client intake and gathered relevant case information.
- Prepared and submitted discovery requests and responses.
- Maintained detailed and organized case files, ensuring all documentation was current.
- Assisted in the preparation of depositions and mediations.

EDUCATION

2012 – 2016

Bachelor of Arts in Legal Studies

University of Massachusetts

Amherst, MA

SKILLS

Case Management Software (e.g., Clio, MyCase)
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Legal Research (LexisNexis, Westlaw)
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Document Drafting and Filing
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Client Communication and Interviewing
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