

Arelene L. Nichols
Tybee Island, GA 31328
Litigation Paralegal

SKILLS:

- Contagious Passion for Technology
- Expert in Legal Analysis
- High EQ and empathetic listener
- Draft and File Pleadings CF-ECF/Pacer, ICMS
- Prepare Medical Chronologies/ Summaries
- Organize Court Calendars, Schedule Expert Witnesses
- Create Presentations for Mediation and Trials in Numerous Formats:
- Compile, Sort, Review Large eDiscovery Files, Experienced in *Logikcull*
- Proficient in computers: MS Office, Adobe DC, WordPerfect 9.0, PowerPoint, Visio, Excel
- Windows, LexisNexis, Westlaw, Amicus, Tabs, Needles

EDUCATION:

Taft Law School Oct. 2010 to November 2014
Santa Ana, CA
Executive Juris Doctor - Non-attorney

Bachelor of Science Information Technology Sept. 2004 to June 2008
South University, Savannah, GA

Associate of Science Paralegal Studies (ABA approved) Sept. 1994 to June 1996
South University, Savannah, GA

- **Certified Paralegal**, National Association of Legal Assistants 2003 to 2008

WORK EXPERIENCE:

Gannam, Gnann, and Steinmetz (912) 232-1192 May 30, 2018 to March 23, 2019
325 East President Street
Savannah, GA 31401 Litigation Paralegal

Mark A. Bandy (912) 50-7015 April 6, 2018 to May 30, 2019
102 Brandywine Road
Savannah, GA 31405 Contract Paralegal
Bankruptcy

Brenes Law Group (912) 844-3204 Dec 2017 to March 2018
27141 Aliso Creek Rd.
Suite 270
Aliso Viejo, CA 92656 Contract Paralegal
telecommute

Tate Law Group (912) 234-3030

Mark Tate
2 East Bryan Street
Savannah, GA 31401

Asbestos/ Mass Torts
Federal filings & claims

Aug. 2014 to March 2017

Gramovot & Takacs, PL
Larry Gramovot, Esquire
1400 Village Square Blvd., No. 3-405
Tallahassee, Florida 32312-1231

(850) 270-0698
(contract position / telecommute) Oct. 2013 to Jan. 2014
eDiscovery/ complex litigation

Easley Appellate Practice, PLLC
Dorothy Easley, Esquire
Miami, FL 33131

(800) 216-6185
(Part time / telecommute) Feb. 2013 to Aug. 2014
Appellate Paralegal/ Media Technology

Savage and Turner
Personal Injury Litigation Paralegal

(912) 231-1140 Oct. 2008 to Nov. 2009

- Paralegal for Person Injury Firm where I assisted & coached first year associate
- Drafted pleadings, scheduled depositions, prepared files for trial

Graham Law Firm, LLC

(912) 398-4007 Feb. 2007 to Oct 2008

- Paralegal for Quiet Title and Copyright Litigation
- Help prepare cases for Federal Litigation

Middleton Law Firm, LLC

(912) 234-1133 Sept. 2005 to Aug. 2006

- Complex Litigation in many states and federal courts
- Handled and organized extremely large litigation files

Kran Riddle – Callaway, Braun, Riddle & Hughes, LLC

(912) 238-2750
Nov. 2004 to May 2005

- Defense Litigation Firm- dictation, filing, and drafting pleadings

Lasky Cooper Law Firm, LLC (*formerly* Ashman, Lasky & Cooper)

(912) 232-6423
Jan. 2000 to Aug. 2004

- Personal Injury Plaintiff /Domestic/ Social Security
- Prepared demand that received million dollar policy limit upon acceptance

REFERENCES:

Available on Request