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**Location:**Lansdale, PA, 19446

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**Contact Info:**

[lindavondercrone@gmail.com](mailto:lindavondercrone%40gmail.com?subject=Paralegal)

[267-263-0175](tel:+1-267-263-0175)

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**Resume:**

Linda A. Vondercrone

Notary Public

1060 Sumneytown Pike,

Lansdale, Pennsylvania 19446

2672630175 (Home)

2159338926 (Cell) LVondercrone@mail.com

LEGAL WORK EXPERIENCE

Paralegal

8/2015 Present Lubell & Associates, LLC, King of Prussia, PA

Gained experienced in Defense Medical Malpractice. Prepared and drafted legal

documents related to litigation matters. Assists in the handling of cases from

inception through discovery and verdict.

Paralegal

3/2014 8/2015 F. Craig La Rocca, Esquire Attorney at Law

Experienced in Estate Planning, Probate, Family Law, Contract, Corporations, Criminal

Law and Personal Injury. Provides professional assistance and support to counsel.

Assisted attorney with Complaints, Motions and various Petitions.

Paralegal

4/2010 3/2014 Villari, Brandes & Kline, Conshohocken, PA

Responsible for scheduling depositions, trial testimony, Day in the Life Video for

medical malpractice cases. Assisted associate attorneys with Motion pleadings.

Mortgage Closing Specialist

11/2008 Present

Experienced mortgage signing agent servicing Montgomery, Bucks, Chester,

Philadelphia, Lehigh and Berks counties.

Freelance Paralegal/Administrative Support

9/2008 1/2011

Experienced in Family Law, Criminal Law, Contracts and Personal Injury. Provided

professional assistance and support to counsel in the development, research,

management and resolution of legal issues. Prepared and drafted legal documents,

arguments and pleadings related to litigation matters.

Paralegal/Case Manager

4/2006 8/2008 RecordTrak, King of Prussia, PA

Responsible for assisting attorneys in the discovery phase of various Pharmaceutical

litigations.

Freelance Paralegal

2/2007 to 1/2008 Film Production Company

Assist with research efforts for Trademark Infringement. Drafted Affidavit of Facts for

State of Florida pleading. Assisted with the drafting of State of Florida Complaint.

8/2006 to 1/2008 Legal Documents Plus, Pennsylvania

Assisted Pro Se Litigants with various legal document preparations.

Legal Assistant (Temporary Position)

2/2006 3/2006 Dischell, Bartle, Yanoff & Dooley, P.C., Lansdale, PA

Experienced in Family Law. Heavy client contact. Responsible for opening and

maintaining cases. Prepared and drafted legal documents, arguments and pleadings

related to litigation matters. Familiar with filing procedures in the five (5) counties.

Paralegal

6/2004 2/2006 Wilson, Morrow, Broderick, Tompkins & Flynn, Norristown, PA

Experienced in Family Law, Criminal Law and Personal Injury. Heavy client contact.

Responsible for opening and maintaining cases. Provided professional assistance and

support to counsel in the development, research, management and resolution of legal

issues. Prepared and drafted legal documents, arguments and pleadings related to

litigation matters. Familiar with filing procedures in the five (5) counties.

Paralegal and Legal Assistant

3/2003 6/2004 Jacobs & Associates (Nationwide Insurance Trial Division),

Conshohocken, PA

Assumed paralegal duties in Doylestown office during associate maternity leave.

Provided professional assistance and support to staff counsel in the development,

research, management and resolution of legal issues. Prepared and drafted legal

documents, arguments and pleadings related to litigation matters.

Responsible for all legal administrative functions in the handling of Personal Injury

cases from inception through discovery and verdict.

OTHER WORK EXPERIENCE

Sales Representative

8/2002 4/2003 Trend Midweek Newspapers, Valley Forge, PA

Sold advertising space for local community newspaper. Serviced three communities.

Top salesperson.

Store Manager

10/1999 8/2002 Transworld Entertainment Corporation, Willow Grove, PA

Responsible for making volume and profits for my assigned store through effective

management of a store staff and the execution of company programs, policies and

procedures. Provided associate development through disciplined use of training

programs. Effectively merchandised store in accordance with corporate

communications. Maintained and controlled all expenses to ensure store profitability.

Adhered to all Sales and Customer Service programs to ensure customer satisfaction.

Label Management/Promotions

7/1997 10/2001 Timeless Enterprizes/Emerge Recording, Philadelphia, PA

Involved with the daily operations of an independent record label. Responsible for the

planning, coordination and analysis of marketing strategies. Corresponded with record

companies, night clubs, retail stores and media.

EDUCATION

5/2004 Lansdale School of Business, Lansdale, PA

Certification in Paralegal studies. GPA 3.85

5/1991 Elizabethtown College, Elizabethtown, PA

Bachelor of Arts in Communications

TECHNICAL SKILLS

Clio, Needles, Time Slips, Pro Law, Lexis, West Law, Lois Law, MS Word, Excel, Power

Point, Publisher, Access, Quick Time, Adobe, Photo Shop.