**[Medical Records Litigation Paralegal](https://www.postjobfree.com/resume/ad1blk/medical-records-litigation-bel-air-md)**

**Location:**Bel Air, MD

**Posted:**November 20, 2023

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**Resume:**

Kathryn Meadows

Senior Litigation Paralegal - Semmes, Bowen & Semmes

Jarrettsville, MD 21084

hiddenmeadows808@yahoo.com

+1 410 459 3017

Responsible for assisting partners and associates in all aspects of civil litigation defense from receipt and analysis of newly assigned matter through trial and post-trial. Responsible for deposition preparation of lay and expert witnesses,gathering and summarization of medical records and all key documents.

Assigned to provide support to chair of litigation department as well as to chair of firm. Authorized to work in the US for any employer

Work Experience

Senior Litigation Paralegal

Semmes, Bowen & Semmes - Baltimore, MD

October 2012 to Present

Assist with all aspects of civil litigation from intake of initial claim filed through discovery, trial and post trial.

Paralegal

Law Offices of Daniel J. Earnshaw - Edgewood, MD

October 2011 to October 2012

Assist in all facets of civil litigation, largely automobile tort matters, from initial client interviews through appeals. Draft complaints and answers for automobile tort cases, and other civil cases. Respond to and prepare discovery materials. Responsible for maintenance of attorney calendar, including participation in telephone scheduling conferences with Judges and Assignment Offices. Responsible for coordinating and scheduling of witness depositions. Compilation, review and summarization of medical records. Conducting of basic investigation of motor vehicle occurrences. Assist in the preparation of trials, including coordination of witness appearances and preparation of trial exhibits. Correspond the opposing counsel, courts, medical care providers, insurance carrier representatives, and clients. Paralegal

Bowen -Semmes - Baltimore, MD

1982 to 1999

Worked on wide range of civil insurance defense matters including lead paint poisoning, product liability, and automobile tort litigation. Organized file materials received from client; reviewed same to insure timely answer to complaint and all discovery. Propounded and responded to discovery of all parties. Investigated all aspects of occurrence. Compiled and summarized all medical records. Scheduled all necessary party and witness depositions and prepared deposition summaries as necessary. Interviewed all witnesses, including prospective expert witnesses. Prepared records for review by experts. Performed background investigations on parties and witnesses. Maintained firm library of expert witness depositions.

NON-LEGAL EXPERIENCE

Education

Bachelor of Arts

University of Baltimore - Baltimore, MD

May 1987

Associate of Arts

Stevenson University - Stevenson, MD

May 1982

Skills

• Highly organized and extremely dependable. Experienced self-starter in all aspects of litigation. (10+ years)

• Microsoft Word

• Microsoft Outlook

• Legal Drafting

• Medical Records

• Adobe Acrobat

• Personal Assistant Experience

• Legal Research

• Research

• Transcription

• Calendar Management

• Microsoft Office

• English

• Administrative Experience

• Proofreading

• Event Planning

• Negotiation

• Presentation Skills

• Writing Skills

• Microsoft Outlook Calendar

• Workers' compensation

• Filing

• Customer service

• Medical terminology

• Analysis skills

• Leadership

• Interviewing

• Databases

• Office Management

• Project management

• Windows

• Paralegal

• Documentation review

• Editing

• Document review

• Time management

• Organizational skills

• Document Management

• Management

Assessments

Legal Skills — Highly Proficient

June 2019

Assisting practicing attorneys in the preparation for litigation proceedings Full results: Highly Proficient

Attention to detail — Proficient

March 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: Proficient

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.