

Gina Turcotte

3924 W. River Rd, Sidney, Maine 04330
207.458.8688 gina@mitchellanddavis.com

April 7, 2022

Garmey Law
482 Congress Street, Suite 402
Portland, Maine 04101

RE: Litigation Paralegal position

To Whom It May Concern,

Your online job post for a Litigation Paralegal instantly caught my attention because it very closely describes the position I am seeking and requires qualifications I have. Upon review of your website, I was very pleased to see your team members also embrace similar ideals as I do – integrity, empathy and compassion.

Since January 1, 2019, I have worked as a litigation paralegal for Jed Davis, Esq. and staff of 4 associate attorneys at Jim Mitchell and Jed Davis, P.A. in Augusta. I am fully self-employed as an IRS-1099 contractor and have Jed's support to seek extra work to supplement my current work. As Jed is nearing the end of his legal career in coming years, I am also seeking employment opportunities for that future transitional period. Please see the attached letter of reference from Jed Davis.

I currently work 100% remotely from my Sidney home, my normal billable hours are in the range of 70-90hrs/week, and sometimes over 100hrs if the caseload demands. I am seeking an additional litigation paralegal position that allows me to work 100% remote, except for attending client meetings, hearings, etc. I have found that I conduct research and write best at night when the rest of the world is sleeping.

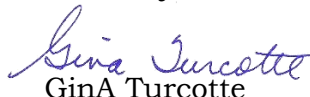
I have a complete home office setup with high speed internet, video conference equipment, printers, scanners, and other office equipment. Because I love law and helping people, and I have few extracurricular activities, I work as many hours as work demands and will continue to do so.

My ideal job will allow me to partner with a good-hearted attorney to manage his/her heavy caseload, learn new things every day and expand my legal skills. My career goal is to establish myself as a litigation paralegal for a reputable law firm whose concern for clients' health and well-being is always paramount. I consistently and frequently earn praise from Jed and his clients for my work, and will do equal quality work for attorneys at Garmey and its clients if I have the opportunity.

Attached you will find my resume with a more detailed summary of my skills and qualifications. After your review, I would appreciate an opportunity to discuss how I can contribute to and become part of your team.

To arrange a meeting, please email me at the address above. I look forward to hearing from you.

Sincerely,


Gina Turcotte

Jed Davis, Esq. (ME, NY)
Elizabeth Mitchell, Esq.,
of Counsel (ME)
Aglaia Davis, Esq. (NJ, NY)
Jennifer M. Bryant, Esq. (ME)
Scott H. Silverman, Esq. (ME)

Jim Mitchell and Jed Davis, P.A.
Lawyers
86 Winthrop Street, Suite 1
Augusta, Maine 04330

Phone (207) 622-6339

Fax (207) 622-6549

Email: Jed, Aglaia, Jennifer or Scott @mitchellanddavis.com

In memory of Philip Davis
1908 - 1998

In memory of James E. Mitchell
1941 - 2016

April 4, 2022

To Whom It May Concern:

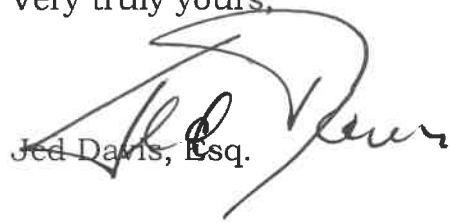
GinA Turcotte started working as my litigation paralegal on January 1, 2019 when I hired her to handle complex litigation, and another paralegal to handle real estate cases. At that time, the office had about 65 active cases among 3 paralegals and 3 attorneys. A little less than a year later, the real estate paralegal resigned, and I have since relied wholly on GinA and my administrative paralegal to complete all paralegal work.

GinA's excellent legal work, attention to detail and open communication with office staff, clients and other individuals has been of great value to my firm.

GinA enthusiastically accepts assignments given to her, asks reasonable and relevant questions about her assignments, seeks proper guidance when necessary, meets deadlines or asks for proper extensions of time, and works hard to improve her substantive legal skills.

Please feel free to contact me should you wish to discuss GinA's qualifications and experience further. I'd be happy to expand on my recommendation.

Very truly yours,


Jed Davis, Esq.

—○ GINA TURCOTTE ○—

LITIGATION PARALEGAL

CONTACT

207.209.1767 (home/office)
207.458.8688 (cell/text)
3924 W. River Rd
Sidney, Maine 04330
justgina@justgina.org or
gina@mitchellanddavis.com
LinkedIn: [justgina-paralegal](#)

SKILLS

- Passion for Law and Love for Helping People
- Manage Large Complex Civil Caseload
- Work Best 100% Remote, Independently
- Work Best with Fast-Paced, High-Pressure
- Superb Time-Management and Multi-Tasking
- Open Communication with Clients, Others
- Exemplary Interpersonal Skills, Teamwork
- Leader, Team Builder, Problem Solver
- Active Listener, Proactive Communicator
- Conflict Resolution Skills, Difficult Clients
- Exceptional Written and Verbal Skills
- Sharp Attention to Detail, Proofreading
- Monitor Deadlines, Schedule Meetings
- In-Depth Factual and Legal Research
- Organize, Detail, Summarize Case Documents
- Review, Summarize Medical Records
- Write Case Summaries, Strategies, Analyses
- Draft Complaints, Motions, Affidavits, Subpoenas, Statements of Material Facts, Discovery Documents, Deposition Questions
- Always Willing to Learn and Apply New Skills
- Proficient in e-Filing, Microsoft Office, Adobe, Other Software, Quickly Learn New Software
- Computer Networking, Diagnostics, Servers

EDUCATION

UMaine Augusta
2000 - 2005

BS, Mental Health and Social Services

PROFESSIONAL SUMMARY

Adaptable, diligent, meticulous freelance litigation paralegal with 3+ years' complex civil litigation experience for attorney with 59 years' practice and firm with 4 associate attorneys. Dynamic, dedicated, excellent work to assist attorneys with factual, evidentiary and legal research, draft legal documents, make case contacts, and always improve upon and expand legal skills and knowledge to gain new professional experiences, responsibilities and opportunities to build my freelance litigation paralegal career.

RELEVANT EXPERIENCE

Jim Mitchell and Jed Davis, P.A., Augusta, Maine

January 1, 2019 - Current

- Complex civil litigation involving personal injury, product liability, premises liability, civil rights, landlord/tenant, medical malpractice, legal malpractice, auto accidents, torts, wrongful death, non-profit, small business, probate, Estates, Wills, municipal, government, real estate, divorce, domestic, family, criminal defense, sexual assault;
- Conduct in-depth research of evidence, facts, law, legal opinions;
- Gather, organize and maintain electronic filing system;
- Gather and arrange evidence for review and case preparation;
- Assess strengths and weaknesses of a case, strategize causes of action;
- Analyze case documents, evidence and facts to create causes of action, write reports to prepare for mediation;
- Draft correspondence, complaints, motions, discovery documents, deposition questions, mediation statements, settlement demands, affidavits and formal statements used as evidence;
- Schedule meetings, depositions, mediations, etc.;
- Empathetic communication with clients, counsel, witnesses, etc.
- Successful case settlements before or at mediation:
 - \$300,000 in personal injury case,
 - \$50,000 in premises liability, mold case,
 - \$15,000 in sewer backup, vandalism case,
 - \$6,800 in premises liability case,
 - \$4,000 in premises liability case without filing suit.

OTHER EXPERIENCE

Various State of Maine, latest work for BMV OUI/HO, 1994 – 2008

Various Maine Law Firms, 1991 – 2022

CASA Guardian ad Litem (1999)

Direct Care Counselor (1:1 with violent children 8-18 y.o.) 2004 – 2006

Various Computer Network Admin, Helpdesk Support, 1997 – 2022

Volunteer for Family Violence Project, NAMI, Make-A-Wish Foundation