

GinA (Turcotte)

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January 30, 2025

To Whom It May Concern:

My most recent work as a Senior Litigation Paralegal, and previously as a Legal Secretary and Administrative Assistant for over 20 years, allowed me to gain comprehensive understanding of and professional competence in all phases of case management and litigation. I have facilitated successful resolution for numerous legal matters during my extensive career, including a \$300,000 personal injury settlement in 2022 that was paid from the Defendant's corporate bank account, and a pending legal malpractice case which I built that is worth approximately \$30,000,000. I am confident I will likewise be an immediate and strong asset to your firm's cases.

I work best independently with a collaborative team under short-deadlines while handling a heavy caseload in a high-pressure, fast-paced environment. I am seeking a paralegal or similar position that offers consistent professional challenges which require me to quickly learn and apply new skills and law. Though the bulk of my legal knowledge rests in Maine law, I have had basic exposure to and am seeking legal work with other state laws such as the Unified Enforcement of Foreign Judgments Act in Florida, and federal Uniform Child Custody Jurisdiction and Enforcement Act as applied in Massachusetts, California and Maine. I will bring a variety of skills and knowledge from numerous industries, including but not limited to legal services, social work, nonprofit, small business, government administration, information technology, and real estate.

During my most recent employment as a Senior Litigation Paralegal with Jim Mitchell and Jed Davis, PA, I worked closely and directly with the owner and senior attorney, Jed Davis, who has 60yrs legal experience, while I managed all complex civil litigation cases for the firm, from intake through resolution; I regularly supported the firm's three other lawyers and paralegals who managed cases involving real estate, probate and administrative law. I also managed phone calls and written inquiries from prospective and current clients, participated in client intake interviews and various case meetings, and completed other case tasks and projects as needed.

My high-energy, self-governing, inquisitive and detail-oriented personality combined with my ability to work remotely from my home office directly facilitated more than a 200% increase in Mitchell and Davis' total caseload within two years, from 65 cases in 2019 to 140 cases in 2021. My almost unlimited availability as a remote paralegal will enable me to increase your firm's total caseload and overall productivity through my work toward a timely and favorable resolution to all of my cases. I am known to regularly work between 60 – 100 hours per week, depending on the demands of each case.

I would cherish the opportunity to further discuss my skills and qualifications, and my ability to augment and strengthen your legal services for your clients. Please do not hesitate to schedule a phone or video interview at your earliest convenience. Thank you for your time and consideration.

Best Regards,

/s/ GinA

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Litigation Paralegal

Highly experienced complex civil litigation paralegal with 15+ years of expertise in managing complex civil litigation cases from intake to resolution. Accomplished in client and witness interviewing, document and case management, performing in-depth factual and legal research, ordering, reviewing, and summarizing medical materials, and legal document writing, editing and proofreading. Proven ability to efficiently manage high-volume complex civil litigation caseloads, work quickly and accurately under pressure, and prioritize and complete tasks by established deadlines. Committed to providing excellent customer service, superb legal support and promoting a collaborative work environment.

PROFESSIONAL EXPERIENCE

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

January 1, 2019 – August 21, 2023

Senior Litigation Paralegal

- Assist and support 4 attorneys in all stages of litigation from intake to resolution.
- Manage caseload of over 40 complex civil litigation cases involving personal injury, premises liability, civil rights, landlord/tenant, medical malpractice, legal malpractice, auto accidents, torts, wrongful death, probate, Estates, Wills, municipal, government, real estate, divorce, domestic, family, and criminal defence.
- Facilitated an increase in total number of cases by over 200% in 2 years, from 65 cases in 2019 to 140 cases in 2021.
- Draft, edit, proofread and finalize legal documents, complaints, affidavits, pleadings, motions, discovery demands and correspondence.
- Organize, track, and respond to discovery requests and demands.
- Prepare witness files, exhibits, notices, and subpoenas.
- Create, review and analyse detailed summaries of case facts, evidence, medical records, depositions, and research.
- Liaison with clients, witnesses, opposing counsel, government officials, court staff, and third parties.
- Filing legal documents with state and federal courts, and government entities. E-filing when appropriate.
- Keep and organize electronic records, maintain client files, and monitor deadlines and milestones.
- Coordinate attorneys' calendars and calendaring all pending deadlines.
- Assist with preparing attorneys for mediations, depositions, court hearings, and trial.
- Update clients on case status and gather new facts and evidence.
- Successful case settlements before or at mediation:
 - ✓ \$300,000 in personal injury case,
 - ✓ \$50,000 in premises liability, mold case,
 - ✓ \$27,000 in premises liability, bedbug infestation case,
 - ✓ \$15,000 in premises liability, sewer backup, vandalism case,
 - ✓ \$5,000 in premises liability, habitability case,
 - ✓ \$4,000 in premises liability, *without filing suit*, slip and fall case.

OTHER WORK EXPERIENCE

- Various State of Maine government, latest work for Bureau of Motor Vehicles OUI/HO unit, 1994 – 2008
- Various Maine Law Firms, 1991 – 2023
- Court-Appointed Special Advocate, Guardian ad Litem (1999)
- Direct Care Counsellor (1:1 mentor for violent children 8-18 y.o.) 2004 – 2006
- Various Computer Network Admin, Server Admin, Helpdesk Support, 1997 – current
- Volunteer for Family Violence Project, NAMI, Make-A-Wish Foundation

EDUCATION	OTHER SKILLS
2022 The Center for Legal Studies Paralegal Certificate (completed 90 hours of coursework)	<ul style="list-style-type: none">• Microsoft Office, Adobe, Quickly Learn New Software• Work Best 100% Remote, Independently, Fast-Paced• Superb Time-Management and Multi-Tasking• Exemplary Interpersonal Skills, Team Builder, Leader• Active Listener, Proactive Communicator, Problem Solver• Superb Conflict Resolution Skills, Handling Difficult Clients• Exceptional Written and Verbal Skills
2000 – 2005 University of Maine at Augusta Bachelor of Science in Mental Health and Human Services	