

# GinA Turcotte

## Litigation Paralegal

*Results-driven Senior Litigation Paralegal with a successful history at Jim Mitchell and Jed Davis, P.A., managing over 40 complex cases and achieving notable settlements. Skilled in legal document preparation and proactive communication, with a strong focus on time management and problem-solving. Recognized for a 200% growth in case volume over two years, all while fostering excellent client relationships.*

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## PROFESSIONAL EXPERIENCE

### GinA's Bookkeeping and Paralegal Services

August 22, 2023 – present

Bookkeeper (Independent Contractor)

- Update and maintain financial ledgers and accounts with accuracy and precision.
- Process accounts payable and receivable in a timely fashion while maintaining accurate billing.
- Reconcile bank statements and financial discrepancies monthly.
- Assist in the preparation of accounting reports and income statements.
- Communicate and work with other departments to offer financial insights and assistance.

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

January 1, 2019 – August 21, 2023

Senior Litigation Paralegal

- Assist 4 lawyers with all phases of litigation from intake through resolution.
- Prepare, edit, and develop legal correspondence and documents.
- Respond and coordinate discovery requests and responses.
- Organize witness files, exhibits, notices, and subpoenas.
- Synthesize and analyse case facts, evidence, medical records, depositions, and research.
- Deal with clients, witnesses, opposing attorneys, officials, court personnel, and others.
- Filing of legal documents with governmental agencies and courts, including e-filing where suitable.
- Organize electronic documents, keep files for clients, and track deadlines.
- Coordinate lawyers' calendars and deadlines.
- Prepare lawyers for mediations, depositions, court hearings, and trial.
- Successful case settlements before or at mediation:
  - ✓ \$300,000 in personal injury case,
  - ✓ \$150,000 in premises liability, sewer backup, vandalism case,
  - ✓ \$50,000 in premises liability, mold case,
  - ✓ \$35,000 in premises liability, habitability case,
  - ✓ \$27,000 in premises liability, bedbug infestation 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 with violent children 8-18 y.o.) 2004 – 2006
- Various Computer Network Admin, Helpdesk Support, 1997 – 2022

## EDUCATION

2022

### The Center for Legal Studies

Paralegal Certificate (completed 90 hours of coursework)

2000 – 2005

### University of Maine at Augusta

Bachelor of Science in Mental Health and Human Services

## OTHER SKILLS

- Microsoft Office, Adobe, Quickly Learn New Software
- Superb Time-Management and Multi-Tasking
- Exemplary Interpersonal Skills, Teamwork
- Leader, Team Builder, Problem Solver
- Active Listener, Proactive Communicator
- Superb Conflict Resolution Skills, Handling Difficult Clients
- Exceptional Written and Verbal Skills