

GinA (Turcotte)

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,
 - ✓ \$35,000 in premises liability, habitability case,
 - ✓ \$27,000 in premises liability, bedbug infestation case,
 - ✓ \$15,000 in premises liability, sewer backup, vandalism 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 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

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, Teamwork• Leader, Team Builder, Problem Solver• Active Listener, Proactive Communicator• 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	