

—○ GINA TURCOTTE ○—

LITIGATION PARALEGAL

CONTACT

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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, industrious, meticulous litigation paralegal with 4.5 years' complex civil and criminal litigation experience for attorney with 59 years' practice and law firm with 4 associate attorneys. Dynamic, dedicated, precise work to assist attorneys with factual, evidentiary and legal research, draft all legal documents, make case contacts, always improve upon and expand legal skills and knowledge to gain new professional experiences, responsibilities and opportunities to build my litigation paralegal career.

RELEVANT EXPERIENCE

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

January 1, 2019 – August 21, 2023

- 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 and attend consultations, meetings, depositions, mediations;
- 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 – 2023

Court-Appointed Special Advocate 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