

Nadia Ellis

Case Analyst

📞 (608) 555-7319 ✉️ nadia.ellis@example.com

🌐 linkedin.com/example/nadiaellis 📍 Madison, WI 53703

STRENGTHS

- 📁 **Case intake**
Clarifies scope with experts early, then turns incomplete matter details into workable next steps.
- 📅 **Deadline control**
Tracks schedules, dependencies, and overdue items closely. Teams gained a clearer view of priorities.
- ♥️ **Records coordination**
Requests missing materials with context and follows receipt through completion. That habit keeps reviews moving.
- 💬 **Clear updates**
Translates case activity into concise written and verbal status reports. Clients know what happens next.
- 🔍 **Workflow review**
Spots recurring bottlenecks in queues and handoffs, then brings practical improvement ideas to management.

SKILLS

Case Management

Project Coordination

Legal Support Case Intake

Scope Coordination

Schedule Management

Deadline Tracking

Records Requests

Document Management

Client Communication

Expert Support Status Reporting

Workflow Analysis

SUMMARY

Case Analyst with four years of experience coordinating **professional services** matters, **legal support** workflows, records, schedules, and client communication in deadline driven environments. Manages cases from intake through completion, clarifies scope with experts, coordinates resources, tracks outstanding materials, and maintains dependable **project records**. Uses Microsoft Office, Salesforce, NetSuite, and Egnyte to monitor milestones, document significant events, organize **case materials**, and provide clear written and verbal status updates. Background includes forensic, technical consulting, litigation support, records collection, and remote coordination across distributed teams. Recognized for resolving missing information, identifying workflow variances, supporting expert review, and keeping multiple assignments moving through practical follow up. Brings accurate documentation, steady communication, and reliable case coordination that supports timely, professional service for clients, experts, and internal stakeholders.

EXPERIENCE

Case Analyst, Forensic and Technical Consulting

Midwest Forensic Support Partners 📅 June 2024 - Present 📍 Madison, WI

Coordinates forensic and technical consulting matters from intake through completion, supporting experts, clients, records, schedules, document control, and operational reporting across concurrent assignments.

- Coordinated forensic matters from intake through completion, aligning experts, clients, records, schedules, and deadlines.
- Reviewed new matters with experts, clarified scope, confirmed eligibility, and established practical milestones for analysis.
- Initiated **records requests** and tracked evidence receipt, helping experts plan work around available **case materials**.
- Maintained **Salesforce** and Egnyte records with event notes, status changes, **deadlines**, and document references.
- Resolved missing inputs through client **follow up**, giving experts concise status information and next actions.
- Analyzed schedule variances and bottlenecks, recommending intake and **document control** adjustments for management review.

Project Coordinator, Case Support

Great Lakes Litigation Services 📅 August 2023 - May 2024 📍 Milwaukee, WI

Managed legal support projects involving expert review, records collection, external services, **status reporting**, document repositories, and closeout activities for multiple client matters.

- Managed expert review schedules and records collection, keeping multiple **legal support** matters aligned with **deadlines**.
- Used **NetSuite** and **Microsoft Office** to track due dates, project information, and open case tasks.
- Coordinated incoming records from clients and providers, verifying completeness before controlled repository placement.
- Prepared written case updates, giving clients and specialists consistent information from maintained **project records**.
- Identified overdue records and service dependencies through queue review, escalating documented gaps for timely resolution.
- Confirmed deliverables and final records during closeout, resolving administrative items before archival.

Legal Support Coordinator, Litigation Operations

Prairie Legal Operations 📅 October 2022 - July 2023 📍 Green Bay, WI

Remote Collaboration

Quality Documentation

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Case Analyst, Forensic and Technical Consulting at Midwest Forensic Support Partners (2.2 Years)

● Project Coordinator, Case Support at Great Lakes Litigation Services (9 Months)

● Legal Support Coordinator, Litigation Operations at Prairie Legal Operations (9 Months)

Supported litigation and professional services matters through case file organization, deadline tracking, records requests, activity logs, document review, and remote coordination.

- Organized litigation files and **records requests**, maintaining accurate activity logs for assigned **professional services** matters.
- Built **Microsoft Office** deadline trackers, giving attorneys and specialists current visibility into matter priorities.
- Reviewed incoming files for completeness and naming consistency before routing materials to matter workspaces.
- Requested missing records from clients and outside parties, documenting delivery responses through professional communication.
- Monitored task queues and flagged approaching **deadlines** or unresolved dependencies for senior coordinators.
- Maintained structured priorities and electronic files, supporting dependable coordination across distributed remote teams.

PROJECTS

Forensic Case Workflow Review 📅 2025

Small workflow changes can protect an entire case record. Reviewed intake, records requests, status tracking, and closeout steps to identify recurring handoff gaps and practical improvements for professional services coordination.

Remote Matter Documentation System 📅 2024

Good documentation gives every stakeholder a clear next move. Organized a remote case tracking approach using structured status notes, outstanding item lists, deadline monitoring, and controlled document references.

LEADERSHIP & AWARDS

- Recognized by management for identifying recurring workflow variances and recommending practical case coordination improvements.
- Trusted by experts and clients for clear status reporting, reliable follow up, and accurate project documentation.
- Selected for consistent support of concurrent forensic, litigation support, and professional services matters.

EDUCATION

Associate of Applied Science in Paralegal Studies

Madison Area Technical College 🎓 GPA: 0 📅 2022 📍 Madison, WI

Coursework: Legal research, legal writing, litigation support, records management

CERTIFICATIONS

- Microsoft Office Specialist: Associate 📅 2023
- Salesforce Trailhead: Salesforce Fundamentals 📅 2024

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft Outlook
- **Case Management Systems:** Salesforce, NetSuite, case records
- **Document Management:** Egnyte, controlled repositories, document indexing
- **Scheduling Tools:** Microsoft Outlook, Excel trackers, milestone calendars
- **Records Coordination:** Records requests, receipt tracking, completeness review
- **Project Tracking:** Deadline tracking, task queues, progress monitoring
- **Communication Tools:** Email, written updates, verbal status reporting
- **Workflow Analysis:** Variance review, bottleneck analysis, trend identification
- **Legal Support:** Litigation support, expert review, matter administration
- **Professional Services:** Case intake, scope planning, client coordination
- **Document Control:** File naming, activity logs, completion records
- **Remote Collaboration:** Distributed teams, stakeholder follow up, Central Time Zone coordination

PROFESSIONAL AFFILIATIONS

- Professional services coordination community, sharing practical approaches for records control and deadline tracking.
- Remote operations peer network, contributing ideas for clear communication across distributed teams.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST