

STRENGTHS

-  **Matter organization**
Built searchable logs and clear ownership fields for busy legal portfolios. Colleagues gained a dependable place to check status.
-  **Deadline control**
Tracked service dates, discovery milestones, renewals, and responses. A calendar review habit kept urgent work visible before issues surfaced.
-  **Practical analysis**
Turned claims and subpoena data into useful exposure findings. Legal and risk partners could focus attention where it mattered.
-  **Clear communication**
Prepared concise updates for counsel and leadership. Complex activity became easier to review, discuss, and act upon.
-  **Process improvement**
Noticed repeated intake gaps and created a checklist. Handoffs became more consistent across litigation, employment, and regulatory work.

SKILLS

- Litigation support

Matter managementLegal intake

Subpoena processing

Commercial contracts

Employment law support

Regulatory matters

Corporate resolutions
- Project planningDeadline tracking

Risk analysisFile auditing

Confidential records

Microsoft ExcelLegal research

SUMMARY

Paralegal Analyst with nearly four years of progressive legal-services experience supporting retail litigation, commercial contracts, employment matters, regulatory requests, subpoenas, records requests, and legal operations. Manages matter intake, deadline control, file review, project tracking, confidential records, and leadership reporting across fast-moving retail environments. Builds practical structure through **Microsoft Office Suite**, Excel workbooks, standardized workflows, **status reports**, contract summaries, corporate resolutions, and risk analyses. Partners with attorneys, outside counsel, human resources, procurement, risk management, store operations, government contacts, and records custodians. Applies sound judgment when balancing legal requirements with business priorities, while identifying **process improvements** that create clearer handoffs and dependable follow-through. Ready to support a growing legal function with organized **matter management**, thoughtful analysis, and responsive service across litigation, regulatory, employment, and commercial work.

EXPERIENCE

Paralegal Analyst

Meridian Grocers January 2026 - Present

 Chicago, IL

- Supports retail litigation, regulatory inquiries, commercial contracts, employment matters, records requests, and legal operations. Owns intake, matter tracking, deadline control, **file review**, leadership reporting, stakeholder coordination, and workflow improvement across 70 active matters.
- Managed **legal intake** and status tracking across 70 retail matters, clarifying **deadlines** and ownership.
 - Built an Excel matter workbook with **milestones**, escalation flags, and status fields for counsel visibility.
 - Prepared leadership reports covering exposure indicators, discovery progress, outside counsel activity, and upcoming decisions.
 - Reviewed pleadings, subpoenas, **contracts**, resolutions, and files, routing deficiencies before response deadlines.
 - Coordinated store operations, human resources, **risk**, procurement, counsel, and government contacts through documented communications.
 - Drafted an intake checklist and workflow guide after identifying recurring handoff gaps across legal matters.

Paralegal Specialist

Harborline Stores July 2024 - December 2025

 Evanston, IL

- Supported **litigation** and **commercial matters** for a regional retailer through calendar management, contract review, records collection, risk analysis, confidential file organization, and weekly reporting. Connected internal teams and outside counsel around deadlines and responsive materials.
- Maintained calendars for service dates, discovery milestones, renewals, approvals, and response obligations.
 - Prepared agreement, lease, settlement, and employment summaries that highlighted obligations and business risks.
 - Compiled claims, incident, and **subpoena** data in Excel, helping legal teams prioritize recurring store exposures.
 - Organized electronic files with naming, access, and retention conventions for efficient discovery retrieval.
 - Produced weekly project updates with delayed inputs, emerging issues, completed actions, and corrective steps.
 - Coordinated records custodians and outside counsel, confirming production status against court and agency deadlines.

Legal Operations Coordinator

Prairie Cart Retail Group October 2022 - June 2024

 Naperville, IL

LANGUAGES



MY CAREER



- Paralegal Analyst at Meridian Grocers (8 Months)
- Paralegal Specialist at Harborline Stores (1.4 Years)
- Legal Operations Coordinator at Prairie Cart Retail Group (1.7 Years)

Supported **legal intake** and administrative operations across 120 retail locations. Managed contracts, employment questions, customer claims, subpoenas, store disputes, matter logs, contract abstracts, policy research, dashboards, and attorney-ready materials.

- Supported intake for **contracts**, employment questions, claims, subpoenas, and disputes across 120 locations.
- Established a searchable matter log with categories, owners, reminders, and closure notes for legal operations.
- Prepared contract abstracts, resolution packets, correspondence, and meeting materials with accurate version control.
- Reviewed files for missing signatures, inconsistent dates, incomplete exhibits, and unclear business contacts.
- Created Word, Excel, Outlook, and PowerPoint reports that translated legal activity into operating updates.
- Researched retail practices and policies, documenting routine guidance for store, procurement, and human resources partners.

PROJECTS

Retail Legal Matter Control Program 📅 2025

Created a structured matter-control model for retail litigation, contracts, employment questions, and regulatory requests. Combined intake standards, deadline tracking, ownership fields, file controls, and leadership reporting into one practical operating approach.

Store Exposure Analysis Initiative 📅 2024

Analyzed claims, incidents, subpoena activity, and store-level patterns in Excel. Presented findings that helped legal and risk teams focus corrective action on recurring operational exposures.

LEADERSHIP & AWARDS

- Dean's List, Loyola University Chicago, 2021-2022
- Outstanding Legal Research Project Award, Loyola University Chicago, 2022
- Academic Achievement Scholarship, College of DuPage, 2020-2021

EDUCATION

Bachelor's Degree in Paralegal Studies

Loyola University Chicago 🎓 GPA: 4.0 📅 2022 📍 Chicago, IL

Coursework: Litigation Support, Legal Research, Contracts, Corporate Law

Associate's Degree in Legal Studies

College of DuPage 🎓 GPA: 4.0 📅 2021 📍 Glen Ellyn, IL

Coursework: Legal Research, Civil Litigation, Business Law, Legal Ethics

CERTIFICATIONS

- Paralegal Certificate, Loyola University Chicago 📅 2022
- Microsoft Office Specialist: Excel Associate 📅 2023

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint
- **Matter Management:** Legal intake, matter tracking, status fields
- **Litigation Support:** Pleadings, discovery, service dates
- **Contract Administration:** Vendor agreements, leases, contract summaries
- **Employment Law:** Employment records, HR matters, policy review
- **Regulatory Requests:** Agency responses, regulatory inquiries, compliance files
- **Records Processing:** Subpoenas, records requests, responsive materials
- **Project Controls:** Project plans, milestones, deadlines
- **Risk Analysis:** Exposure indicators, claims data, corrective action
- **Corporate Legal:** Corporate resolutions, correspondence, legal packets
- **File Governance:** Version control, access conventions, retention rules

- **Reporting Methods:** Status reports, dashboards, trend findings

PROFESSIONAL AFFILIATIONS

- Legal Studies Peer Mentor, Loyola University Chicago, 2021-2022
- Student Member, Association of Legal Administrators Chicago Chapter, 2022
- Volunteer Records Coordinator, Chicago Legal Clinic Student Partnership, 2021-2022

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST