



Josephine Simpson

Paralegal, Safety & Insurance Litigation

☎ (312) 555-0186 ✉ josephine.simpson@example.com

🌐 linkedin.com/example/josephinesimpson 📍 Chicago, IL 60614

STRENGTHS

- ☰ **Caseload Control**
During busy litigation cycles, organized deadlines and records into clear queues so counsel could act with confidence.
- 🔍 **Issue Spotting**
Reviewing claim narratives once revealed missing facts and escalation triggers, giving adjusters a useful next step.
- 📁 **Evidence Readiness**
Production preparation became smoother through issue tags, privilege indicators, custodian tracking, and organized export materials.
- 👥 **Stakeholder Support**
Outside counsel and insurers received direct, timely answers; colleagues often relied on concise status updates.
- ♥️ **Data Reporting**
SQL and Excel reviews turned scattered case information into practical risk discussions for attorneys and business partners.

SKILLS

Auto Liability Insurance Claims
Tort Litigation Discovery
Motion Practice Trial Preparation
Alternative Dispute Resolution
Legal Research Fact Investigation
Document Preservation
Matter Management Salesforce
SQL Data Analytics
Outside Counsel Coordination

SUMMARY

Safety and **insurance litigation** paralegal with six years supporting **auto liability**, claims, and special-matters caseloads across defense, insurance, and in-house environments. Manages high-volume files through discovery, **motion practice**, mediation, trial preparation, preservation, fact investigation, and confidential matter administration across the **U.S. and Canada**. Partners with attorneys, insurers, outside counsel, safety teams, operations leaders, and other stakeholders on risk-focused litigation support. Uses Salesforce, SQL, Excel, Google Workspace, Microsoft Word, Adobe Acrobat, Westlaw, and web-based matter management systems to organize evidence, track deadlines, identify escalation issues, and translate case data into useful reporting. Certified Paralegal with a B.A. in Legal Studies and a practical record of improving workflows, preparing production materials, and delivering clear presentations. Ready to support a collaborative litigation team with sound judgment, responsive communication, and dependable case control.

EXPERIENCE

Paralegal, Safety & Insurance Litigation

CivicRoute Technologies 📅 April 2022 - Present 📍 Chicago, IL

Owns a complex U.S. and Canadian auto liability and special-matters portfolio for in-house attorneys. Directs matter controls, discovery readiness, **fact investigation**, data reporting, outside-counsel coordination, and presentation support while protecting confidential information and helping legal and business partners manage litigation risk.

- Managed U.S. and Canadian auto liability files through **discovery**, mediation, motion practice, and trial preparation.
- Built Salesforce and matter-management controls, improving visibility into claims, reserves, **preservation**, and counsel deliverables.
- Prepared production collections with issue tags, privilege indicators, confidentiality labels, and custodian tracking for attorney review.
- Queried claims data with SQL and **Excel**, surfacing aging tasks, missing reports, recurring facts, and escalation needs.
- Coordinated **safety** and operations investigations, preserving incident records and producing concise deposition and mediation chronologies.
- Created executive dashboards and **presentations**, clarifying caseload trends, jurisdiction updates, and resolution activity for stakeholders.

Litigation Paralegal

Redwood & Cole Defense Group 📅 January 2021 - March 2022 📍 Evanston, IL

Supported defense attorneys handling automobile negligence and commercial transportation matters from claim assessment through settlement and trial preparation. Controlled records, research, deadlines, production materials, insurer requests, and stakeholder communication across a demanding litigation caseload.

- Supported automobile negligence matters from claim assessment through discovery, settlement conferences, and trial preparation.
- Maintained calendars, pleadings, **medical records**, police reports, **insurance correspondence**, and deposition materials across active files.
- Conducted Westlaw and public-record research, strengthening liability evaluations with focused legal and factual findings.
- Prepared exhibit sets, privilege logs, **production indexes**, **witness binders**, and mediation summaries for attorney review.
- Reconciled Excel and database status records, flagging overdue discovery responses and unresolved insurer requests for counsel.
- Coordinated adjusters, experts, **opposing counsel**, and **records vendors**, closing evidence gaps before critical deadlines.

LANGUAGES



MY CAREER



- Paralegal, Safety & Insurance Litigation at CivicRoute Technologies (4.4 Years)
- Litigation Paralegal at Redwood & Cole Defense Group (1.2 Years)
- Claims Litigation Assistant at Horizon Casualty Services (4 Months)

Claims Litigation Assistant

Horizon Casualty Services 📅 August 2020 - December 2020 📍 Oak Park, IL

- Organized incoming auto liability claims and supported claims professionals and defense counsel during early investigation. Maintained confidential matter files, monitored preservation and medical records, reviewed escalation indicators, and prepared timely updates for claims prioritization.
- Organized incoming auto liability claims, routing coverage, incident, and litigation materials to assigned defense counsel.
 - Created confidential matter files with policies, **crash reports**, photographs, correspondence, and **claimant information** for review.
 - Used Excel and **Adobe** Acrobat, tracking service dates, preservation requests, medical records, and attorney follow-ups.
 - Reviewed claim narratives, identifying missing facts, inconsistent dates, and escalation triggers for supervising adjusters.
 - Coordinated records requests with repair facilities, **healthcare providers**, **law-enforcement offices**, and third-party vendors.
 - Produced **weekly caseload updates**, helping claims staff prioritize urgent files and upcoming litigation deadlines.

PROJECTS

Auto Liability Matter Controls 📅 2024

Standardized Salesforce and matter-management intake controls for claims, reserves, preservation tasks, and outside-counsel deliverables. The initiative gave attorneys a clearer view of active risk and pending action.

Litigation Data Review Dashboard 📅 2023

Combined SQL queries and Excel analysis into a recurring risk-review dashboard. Reports surfaced aging tasks, missing incident records, jurisdiction trends, and matters needing attorney escalation.

LEADERSHIP & AWARDS

- Recognized by in-house counsel for dependable control of high-volume auto liability matters.
- Selected by litigation leadership to present caseload trends and resolution activity to business partners.
- Earned team recognition for clear production preparation and consistent confidential-record handling.

EDUCATION

Bachelor's Degree in Legal Studies

Loyola University Chicago 🎓 GPA: 3.7 📅 2020 📍 Chicago, IL

Coursework: Tort Litigation, Insurance Law, Legal Research, Civil Procedure, Evidence

CERTIFICATIONS

- Certified Paralegal, National Association of Legal Assistants 📅 2021
- SQL for Data Analysis Certificate, Coursera 📅 2022

TECHNICAL SKILLS

- **Google Workspace:** Google Docs, Google Sheets, Google Slides
- **Microsoft Office:** Microsoft Excel, Microsoft Word, Microsoft PowerPoint
- **Adobe Applications:** Adobe Acrobat, Adobe PDF, Adobe Document Cloud
- **CRM Platforms:** Salesforce, case databases, web-based applications
- **Data Querying:** SQL, relational queries, data extraction
- **Data Analysis:** Excel analysis, trend reporting, caseload analytics
- **Litigation Systems:** matter management systems, document repositories, deadline calendars
- **Discovery Tools:** production indexes, privilege logs, issue tagging
- **Legal Research:** Westlaw, public records, fact investigation
- **Case Preparation:** deposition exhibits, witness binders, mediation summaries
- **Claims Operations:** auto liability claims, insurance policies, reserve tracking

- **Presentation Tools:** PowerPoint, Google Slides, executive dashboards

PROFESSIONAL AFFILIATIONS

- National Association of Legal Assistants member, supporting continued paralegal development.
- Chicago Bar Association member, engaging with local legal education and litigation practice communities.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST