Karen A. Smith  
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### **OBJECTIVE**

To obtain a [paralegal position](https://www.thebalance.com/paralegal-career-profile-2164298) in a corporate legal department that will allow me to integrate my [writing skills](https://www.thebalance.com/seven-ways-to-improve-your-legal-writing-skills-2164712), organizational abilities and 15 years of [in-house paralegal experience](https://www.thebalance.com/private-industry-2164666) to contribute to company growth and profitability.

**EXPERIENCE**

ABC Insurance Company, Pittsburgh, PA  
Senior Paralegal, May, 2009 – Present

* Draft legal documents including [appellate](https://www.thebalance.com/appellate-practice-2164642) briefs, findings of fact, [discovery](https://www.thebalance.com/the-role-of-the-litigation-attorney-2164624), motions, [pleadings](https://www.thebalance.com/the-role-of-the-litigation-attorney-2164624) and memoranda of law.
* Research and analyze a wide variety of legal issues in areas including [tax](https://www.thebalance.com/tax-law-careers-overview-2164643), worker’s compensation, [environmental](https://www.thebalance.com/environmental-and-green-law-practice-2164605), [products liability](https://www.thebalance.com/practice-insights-employment-law-2164616), corporate, [employment](https://www.thebalance.com/practice-insights-employment-law-2164616), international, [securities](https://www.thebalance.com/securities-law-2164608) and zoning law.
* Write and edit corporate newsletter; developed time-saving method of newsletter production and distribution.
* Developed in-house paralegal internship program reducing annual staff costs by $20,000.
* Perform all [research and writing](https://www.thebalance.com/legal-writing-and-editing-2164282) for five-attorney legal department, reducing outside counsel fees by 10%.

**Dekmark Corporation, Pittsburgh, PA**  
[Legal Assistant](https://www.thebalance.com/the-difference-between-paralegals-and-legal-assistants-2164542), January, 2004 – May, 2009

* Assisted in retention and management of outside counsel.
* [Audited outside counsel legal invoices](https://www.thebalance.com/common-legal-billing-mistakes-2164701) and provided analysis to corporate legal executives; helped reduce outside counsel fees by 20%.
* Involved in all aspects of [litigation support](https://www.thebalance.com/litigation-support-professional-2164295) including legal research, factual investigation, medical records review, document management and trial preparation.
* Served as liaison between corporate executives, outside counsel, third-party administrators and all levels of corporate personnel.
* Drafted and instituted departmental guidelines for case investigation increasing case management efficiency.
* Drafted [discovery](https://www.thebalance.com/the-role-of-the-litigation-attorney-2164624) documents, motions, briefs and legal memoranda.
* Received Employee Innovation Award in 2005.

**Newberg Corp., Pittsburgh, PA**  
Senior Paralegal, August, 2000 – January, 2004

* Served as paralegal in the [litigation](https://www.thebalance.com/litigation-2164541) department, rising to senior level position in one year.
* Assisted staff counsel in all aspects of litigation management including legal research, factual investigation, witness preparation, document management and trial preparation and support.
* Performed medical records procurement and analysis; prepared medical chronologies and summaries.
* Drafted successful 3rd Circuit brief on [employment law issue](https://www.thebalance.com/practice-insights-employment-law-2164616).
* Assisted in launching departmental intranet site, drafting web content and training staff on intranet use.

**Robertson Corporation, Pittsburgh, PA**  
Corporate Paralegal, July, 1996 – August, 2000

* Assisted staff attorneys in the management of 350+ cases including corporate,[asbestos](https://www.thebalance.com/the-role-of-the-litigation-paralegal-2164625), products liability, labor and employment, environmental and commercial litigation.
* Served as liaison between corporate executives, outside counsel, insurance carriers and third-party administrators.
* Drafted resolutions, contracts, tax certificates, memoranda of law and other legal documents.
* [Managed law library](https://www.thebalance.com/law-librarian-job-duties-2164276); trimmed subscription costs by 5%.
* Received employee recognition award in 1999.

### **EDUCATION**

Davis University Paralegal Institute, Pittsburgh, PA  
Degree: [Paralegal Certificate](https://www.thebalance.com/paralegal-certification-2164364), June, 1996  
G.P.A.: 3.9  
Associate Editor, Parascope Magazine

University of Pittsburgh, Pittsburgh, PA  
Bachelor of Arts, English/Writing, 1995  
G.P.A.: 3.7, Magna Cum Laude  
Dean’s List every semester

### **ACHIEVEMENTS**

* Pro Bono Award, Pittsburgh Paralegal Association, 2007 and 2008
* Published author on paralegal practice topics: “10 Ways Advance Your Corporate Paralegal Career,” Legal Assistant Today (August, 2007); “Cost Containment: A Paralegal’s Guide to Auditing Legal Invoices,” International Paralegal Journal(Spring, 2009).
* Davis University Paralegal Institute scholarship recipient, 1995

### **MEMBERSHIPS**

* Pittsburgh Paralegal Association
* National Federation of Paralegal Associations