

**Joan Joseph, County Court Mediator, FRP C.V. Mediator – Fort Lauderdale, Florida**

## **President of Meridian Paralegal Services- A Virtual Paralegal/Legal Assistant Service Support**

**Meridian FL Paralegal Services**

**Mediation Training Group, Inc.**

**Fort Lauderdale, Florida**

Meridian Paralegal Services is a Virtual/ Remote professional paralegal service support for small independent, to large corporate legal practices. Our paralegals possess a minimum of 4-year college degrees and are competent professional paralegals with more than 10 years of experience in State and Federal courts.

Areas of law include, but are not limited to:

Foreclosure (Plaintiff/ Defense)

Personal Injury

Family law (divorce, child custody & child support)

Landlord Tenant/eviction (Plaintiff)

Collection (Plaintiff)

Immigration

Living Will

Civil Litigation

We are experienced in handling every aspect of litigation from the inception to closing. We specialize in drafting complex legal motions, memorandum of law, trial preparation and correspondence; propounding and answering discovery and complaints; preparing deposition; as well as other non-complex legal tasks (i.e. case management, PACER, scheduling and coordinating hearings, mediation and depositions).

Our mission is to maximize your firm's bottom line with cost effective, competitive advantage alternatives to carrying, an expensive full-time employee.

## **Experience**

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**FL Supreme Certified County Court Mediator**

**Company Name Meridian FL Paralegal Services**

**Dates Employed 2016 – Present**

**Employment Duration 1 yr**

**Location Miami/Fort Lauderdale Area**

- Provide assessment and case management services and conflict resolution services
- Mediate day of court disputes involving multiple parties
- Craft agreements in keeping with the needs of parties and in compliance with court requirements
- Coordinate client intake, application, documentation requirements
- Conducts informal fact-finding; gathers information, including any general background information that may be helpful to understand the overall context of the dispute; assesses the overall gravity of the situation; meets w/ the parties to discuss issues.
- Based on an analysis of the situation, recommends options to assist the parties in the resolution of their dispute.

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**Owner**

**Company Name Joshé Boutique**

**Dates Employed Jul 2012 – Present**

**Employment Duration 5 yrs 4 mos**

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**Litigation Paralegal**

**Company Name Aldridge Pite, LLP**

**Dates Employed Jan 2014 – Present**

**Employment Duration 3 yrs 10 mos**

**Location West Palm Beach, Florida Area**

- Interpret and accurately apply legal terminology and foundational principles of substantive and procedural law in the analysis of legal issues.

- Develop and execute legal research plans using law library resources and commonly used legal research databases.
- Synthesize primary and secondary legal authorities and draft memoranda of legal analysis.
- Prepare legal investigation/discovery plans and draft legal pleadings that conform to the rules of civil procedure and incorporate standard techniques and resources for managing a case in litigation.
- Review court decisions and ensured client compliance with HAMP servicing guidelines
- Detail oriented with ability to multi-task, prioritize and meet deadlines with large workload and tight turnaround
- Process FDCPA and QWR letters within the required timeframes
- Review Motions to dismiss to determine filings needed to overcome the Motions (i.e., Original Documents, Merger Documents, Affidavit of Breach letter, etc.)
- Prepare legal pleadings; and for trials: organize exhibits, witness materials, trial notebook, and all other supporting documents
- Discuss amicable resolution of pending Motions with opposing counsel
- Client contact liaison on trial preparation and settlement negotiation
- Filing pleadings with the court, including electronic filings with Federal Court

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### **Litigation Paralegal**

**Company Name Robertson, Anschutz & Schneid, P.L.**

**Dates Employed 2011 – 2013**

**Employment Duration 2 yrs**

**Location West Palm Beach, Florida Area**

- Examined of judicial systems and procedures
- Performed sophisticated research and drafting complex legal documents with concentration on various computer applications for the legal professional and computerized legal research.
- Drafted first Motions, discovery requests, responses and correspondence
- Prepared Notices for Trial, Pretrial Stipulations, Witness and Exhibits Lists, Affidavits, Stipulations of Dismissal or Final Judgments and cross examination points
- Coordinated activities with court personnel in order to minimize issues at trial
- Responsible for heavy contact between borrowers and other relevant third party during settlement negotiation
- Case evaluation and recommendations to attorney on strength of case
- Facilitated negotiation assistance and expedite case settlements

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## **Paralegal**

**Company Name Law Firm**

**Dates Employed 2012 – 2012**

**Employment Duration less than a year**

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## **Litigation Paralegal Supervisor**

**Company Name Choice Legal**

**Dates Employed 2008 – 2011**

**Employment Duration 3 yrs**

**Location Miami/Fort Lauderdale Area**

- Outstanding organization ability, with a solid work ethic and enthusiasm
- Primary duties included supervised paralegals and making sure all deadlines are met on time and trained new staffs
- Established recruiting strategies, hiring new staff and analyzed candidate strengths
- Performed interviews with applicants, asking questions relating to career, experience, and education, as well as general questions regarding work ethic, standards, etc.
- Reviewed applicants by discussing job requirements
- Conducted personnel evaluations, implementing training programs, and established wage incentives
- Ability to work independently as well as on a team; knowledge of state and federal rules of civil procedures, Liaison with clients on trial preparation

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## **Legal Assistant**

**Company Name Mrejen Blinderman, PL**

**Dates Employed 2005 – 2008**

**Employment Duration 3 yrs**

### **Location Miami/Fort Lauderdale Area**

- Communicated effectively with a wide array of clients, courts, co-counsel, and medical providers
- Worked closely with insurance adjusters and defense counsel to negotiate settlements
- Reviewed discovery, outlined deposition transcripts
- Prepared demand letters for settlements & held settlement negotiations with supervision of attorney
- Drafted Summons and Complaints, Motions, Pleadings, Discovery requests, responses, various motions, notice of hearings and subpoenas, memorandum of law, etc.
- Scheduled appointments, coordinated hearings, meetings and depositions

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### **Office Manager Legal Assistant**

**Company Name Law Office of Charlie Martinez, PA**

**Dates Employed 2003 – 2005**

**Employment Duration 2 yrs**

**Location Miami/Fort Lauderdale Area**

- Supervised a team of six employees in all phases of the hiring and training process
- Recruited, interviewed, and hiring new staff
- Conducted personnel evaluations, implementing training programs, and established wage incentives
- Performed various administrative and clerical functions in support of daily departmental operations
- Prepared motions; conferred on cases in pre-trial procedure; drafted notices of discovery, subpoenas, and prepared clients for examination before trial hearings

## **Education**

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### **Mediation Training Group, Inc.**

**Degree Name Mediation Training for Professionals**

**Field Of Study Certified County Mediator**

Dates attended or expected graduation 2016 – 2016

To enhance and expand upon the conflict resolution skills currently possess

To acquire an additional, highly-respected credential - that of a Florida Supreme Court Certified County Mediator

To improve negotiation style and perfect personal and professional negotiation skills and techniques

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### **Keiser University-Ft Lauderdale**

Degree Name Bachelor's Degree

Field Of Study Multi/Interdisciplinary Studies

Dates attended or expected graduation 2010 – 2013

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### **Florida National College**

Degree Name Associate's Degree

Field Of Study Paralegal Studies

Dates attended or expected graduation 2006 – 2008

- Meet FNC's graduation requirements as listed in the Academic Programs and Graduation Requirements section of the College Catalog.
- Completion of 64 semester credit hours curriculum with a degree GPA of 3.0