

Adriana Recendez-Lugo

(626) 543-5030 • Adriana@AdriRecendez.com • Baldwin Park, CA 91706

Bilingual Paralegal with a B.A. in Political Science and a paralegal certificate from an ABA approved program seeking to bring academic and technical experience to a new and challenging environment.

Education

Cerritos College

ABA approved paralegal certificate

Graduated: Fall 2018

California State University, Long Beach

Bachelor of Arts, Political Science

Graduated: Summer 2017

Ruprecht-Karls-Universität Heidelberg

Study Abroad - Heidelberg, Baden-Württemberg, Germany

Fall 2013 – Spring 2014

Experience

Paralegal | Law Offices of Steve Lopez

December 2018 – present

- Assist with drafting pleadings such as: Declarations, Motion to Compel Further Responses, Motion to Compel Compliance, Proposed Orders, Objections, Post-Mediation Status Conference Brief, etc.
- Meet with clients to go over propounded discovery and prepare responses to propounded discovery such as: Request for Admissions, Request for Production of Documents, and Interrogatories.
- Prepare trial documents, such as Joint Witness List, Joint Exhibit List, and Proposed Jury Instructions.
- Draft and edit Meet and Confer letters to opposing counsel.
- Coordinate with opposing counsels to schedule mediation and prepare mediation brief.
- Utilize the courts reservation system to reserve dates for hearings on motions.

Legal Assistant | Law Offices of Steve Lopez

August 2018 - December 2018

- Calendar hearings, client meetings, and consultations through Outlook.
- Utilize RapidLegal to e-file pleadings, such as Writ of Execution, Motions, Summons, and Complaints.
- Assemble and attach exhibits to corresponding legal documents.
- Prepare Demand Packages for personal injury clients and send to insurance adjusters.
- Contact client's medical providers to retrieve client's medical records and billing reports.
- Conduct research and investigate opposing parties to properly serve legal documents.

Legal Assistant Intern | Law Offices of Steve Lopez

July 2018 - August 2018

- Edit and mail correspondence to clients and opposing parties on behalf of attorney.
- Assemble pleadings to file in person at the appropriate courthouse.
- Ensure that physical files are kept updated, maintained, and organized.
- Utilize the office's procedure to properly log outgoing and incoming mail.

Skills

Legal Software Programs

AbacusLaw, CourtCall, RapidLegal, CRS

Languages

Spanish

Word Processing

MS Word, Excel, Outlook, Adobe Acrobat Pro

Other Software & Skills

HTML, CSS, JavaScript, Adobe Illustrator and Photoshop