**MARIA WILLIAMS-MARTINEZ**

5513 Avenue K, Brooklyn, NY 11234

(347) 837-0998

E-mail: mariaawill@gmail.com

**SUMMARY of QUALIFICATIONS**

* Over 20+ years of Plaintiff’s Legal Secretarial/Paralegal experience with a focus in Personal Injury, Medical Malpractice, Labor Law, and Estates
* Excellent human relation skills
* Excellent problem solver
* Excellent communication skills
* Dynamic team player
* Strong work and professional ethic
* Initiate new concepts and implements such for growth
* Excellent organizational and interpersonal skills
* Efficient and reliable with all assigned tasks
* Works well independently or in group settings
* Ability to handle multiple tasks simultaneously

**EDUCATION**

August 1995 – May 1997 **Baruch College** New York, NY

Associates in Business Administration

September 1990 – June 1994 **Bishop Loughlin Memorial High School** Brooklyn, NY

High School Diploma Received

**WORK EXPERIENCE**

September 2009 – Present **Rosenberg, Minc, Falkoff & Wolff, LLP** New York, NY

***Paralegal***

Independently work on case files from inception to settlement; prepare and serve pleadings and other legal documents for a four Partner-five Associates firm, specializing in Medical Malpractice, Labor Law and Personal Injury Litigation for the State of New York and New Jersey; work one on one with three Partners on a consistent basis; assist in case intake; assist in trial preparations; schedule hearings, meetings, and/or appointments; type correspondences; prepare and serve Orders to Show Cause and other motions and appeals; prepare all legal pleadings and/or documents from inception up to the time of trial; in charge of all estate files, including, but not limited to Petitions for Letters of Administration; Wrongful Death and Conscious Pain and Suffering Compromises, Accountings, Attorney’s Affirmation, Citations, Waivers and Consents, Physician’s Affirmations and Decrees; independently prepared and served Infant Compromise Orders; ensure that assigned Partners and/or Associates are aware of certain filing deadlines; transcribe memos, deposition hearings, 50-h hearings, and other documents, including pleadings; file pleadings and other documents through the Electronic Case Filing System for Supreme Court and Federal Court; communicate with assigned clients periodically; ensure that time constricted documents are filed in a timely manner; coordinate professional status updates to clients; train other secretaries; and perform other duties as assigned.

August 2005 – September 2009 **Sullivan Papain Bock McGrath & Cannavo, PC** New York, NY

***Medical Malpractice Legal Secretary***

Researched clients medical conditions via internet and/or medical dictionary; prepared pleadings and other legal pleadings and documents for two medical malpractice associates and supervising Partner; maintained attorney calendars; assist in case intake; assist in trial preparations; scheduled travel arrangements; scheduled hearings, meetings, and/or appointments for clients; answer telephones; type correspondences; prepared Orders to Show Cause and other motions; ensure that time constricted documents are filed in a timely manner; contact clients for updates on their condition; coordinate logs for cases; coordinate professional status updates to clients; assisted associates in the products liability department; and perform other duties as assigned.

**MARIA WILLIAMS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

March 2002 – August 2005 **Weiser & Associates** New York, NY

***Executive Legal Secretary***

Prepared pleadings and other legal documents for a six-attorney civil litigation firm specializing in personal injury, medical malpractice, police brutality, and general negligence; assisted in case intake; managed and coordinated various phases of litigation including defense litigation; scheduled hearings for client; set up intake appointments for attorneys; trained and supervised newly admitted attorneys, law clerks and secretaries; assisted Senior Partners in all phases of litigation; conducted professional status updates to clients, attorneys, courts, and doctor/hospital; responsible for all cases from inception to closing; coordinated logs for cases; prepared all cases for trial; supervised office while attorneys are in court and/or vacation; answered telephones; and performed other duties as assigned.

March 2001 – February 2002 **CIT** Livingston, NJ

***Equipment Financing Legal Secretary (Temporary)***

Assisted the Vice President and Associate with client contracts; answered telephones and directed calls to appropriate department; proofread all documents and contracts before sending them to the appropriate department for final review; entered data in Equipment Data Log; scheduled business meetings and trips for Vice President and Associate of my department; typed, copied, and logged all expenses in expense data log; and assisted other departments.

May 1996 – February 2001 **Rubenstein & Rynecki, Esqs**. Brooklyn, NY

***Legal Assistant***

Researched and prepared pleadings and other legal documents for an eleven-attorney civil litigation firm specializing in personal injury, police brutality, and general negligence; assisted in case intake; managed and coordinated various phases of litigation; scheduled hearings for client; set up intake appointments for attorneys; conducted professional status updates to clients, attorneys, courts, and doctor/hospital offices; answered telephones; and performed other duties as assigned.

**SEASONAL POSITIONS**

October 2016 - December 2016 **Macy’s** New York, NY

***Loss Prevention Officer***

**SKILLS**

Microsoft Word; Microsoft Office; Microsoft Windows 7 and 10; Microsoft Outlook; SAGA Systems; Trial Works; Adobe Reader; Corel WordPerfect; Excel; PowerPoint; Transcription; Expert in E-Filing, Expert in Southern and Eastern District Court Filings; Expert in New Jersey E-Filing

**REFERENCES**

Kristina Polanco – (914) 772-5954

Sharon Elmaleh, Esq. - (516) 423-9186

Debbie Diaowraj – (347) 933-2399