

Rachel Kim

Paralegal | Litigation Support, Case Management & E-Discovery

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SUMMARY	Paralegal with 3.5 years of experience supporting litigation teams at a mid-size firm. Managed 40+ active cases, prepared discovery responses and trial exhibits, and cut document-review turnaround by 30%. Skilled in case management, e-discovery, legal research, drafting, and court filings.	
SKILLS	Legal Support: Case Management, Discovery Responses, Pleadings & Motions Drafting, Trial Preparation, Court Filing & E-Filing, Deposition Summaries, Legal Research, Cite-Checking Technology: Westlaw, LexisNexis, Clio, Relativity, Everlaw, Adobe Acrobat Pro, Microsoft 365 Professional Skills: Confidentiality, Deadline Management, Client Communication, Attention to Detail	
EXPERIENCE	Litigation Paralegal	Jun 2023 – Present
	Cascade Law Group — Seattle, WA	
	- Support 4 attorneys across 40+ active litigation matters, tracking deadlines in Clio with zero missed filings. - Draft discovery requests and responses, subpoenas, and declarations; prepare exhibits for 5 trials and 12 mediations. - Cut document-review turnaround by 30% by creating privilege-log templates and coding protocols in Relativity. - Prepare deposition summaries and chronologies for 60+ witnesses. - Manage e-filing in state and federal courts and coordinate with clients, experts, and vendors.	
	Legal Assistant / Junior Paralegal	Jul 2022 – May 2023
HIGHLIGHTS	Puget Sound Legal Partners — Seattle, WA	
	- Maintained case files for 30 matters and updated the document management system. - Cite-checked briefs and assembled appendices for filings with 100% accuracy. - Scheduled depositions, hearings, and client meetings for 3 attorneys.	
	Paralegal of the Year 2024; member of the Washington State Paralegal Association; bilingual in English and Korean.	
EDUCATION	Paralegal Certificate (ABA-Approved)	
	Seattle University — Seattle, WA	
	2022	
	Bachelor of Arts in Sociology	
CERTIFICATIONS	University of Washington — Seattle, WA	
	2021 GPA 3.6	
	- Certified Paralegal (CP) — NALA - Relativity Certified User - Notary Public, State of Washington	