**Linda M. Maiorano**

(C) 708 990-1770 • linda.maiorano@outlook.com • Tinley Park, Illinois 60487

[www.linkedin.com/in/linda-maiorano](http://www.linkedin.com/in/linda-maiorano)

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**PROFESSIONAL SUMMARY:**

Detail-oriented Litigation Paralegal offering a proficiency in managing large caseloads and ability to meet deadlines. Able to work independently as well as part of a team. Displays excellent communication skills and successfully acts as a liaison between clients, witnesses, experts, and opposing counsel. Ability to multi-task in a fast-paced environment, organized and resourceful with extensive experience in gathering materials for cases.

**HIGHLIGHTS:**

🔾 Document Analysis 🔾 Drafting Legal Documents 🔾 Case Management 🔾 Document Management 🔾 Court Calendaring and Procedures

**PROFESSIONAL EXPERIENCE:**

Freelance/Virtual Paralegal Mar 2016 to Present

Avan Paralegal Services, LLC Tinley Park, Illinois

🔾 Draft and respond to written discovery requests.

🔾 Draft answers to complaints, motions, and subpoenas.

🔾 Schedule depositions and meetings.

🔾 Acquire and review medical records and prepare chronologies.

🔾 Review transcripts and prepare deposition summaries.

🔾 Perform electronic filings in State and Federal Courts.

🔾 Maintain firm calendar of court dates, depositions, and deadlines.

Litigation Paralegal Jan 2007 – Dec 2013

CNA Insurance Chicago, Illinois

* Responsible for 75+ liability insurance defense, medical malpractice, construction negligence, nursing home abuse, wrongful death, and personal injury case files throughout the course of litigation under minimal supervision.
* Drafted answers to complaints, responses to interrogatories and requests for production, motions, notices, and subpoenas.
* Acquired, organized, and analyzed medical records and prepared chronologies.
* Conducted online legal research for litigation cases using Westlaw.
* Performed electronic filings in State and Federal Courts.
* Maintained firm calendar of hearings, appointments, depositions, meetings, and deadlines.
* Trained and mentored junior paralegals and law clerks.
* Designed and prepared promotional PowerPoint presentations for managing attorney for marketing purposes.

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Litigation Paralegal Oct 2003 – Oct 2006

Segal, McCambridge, Singer & Mahoney Chicago, Illinois

* Paralegal on $90 million anti-trust case in 2005. Collaborated with other paralegals to prepare trial and witness binders, draft jury instructions, and motions in limine. Served as liaison between courtroom personnel and vendors.
* Oversaw maintenance of complex litigation case files and document productions.
* Conducted online legal research for complex litigation case files using Westlaw.
* Acquired, organized, and analyzed medical records and prepared chronologies.

Litigation Paralegal Apr 2001 – Oct 2003

Bates & Carey Chicago, Illinois

* Daily maintenance of litigation case files and document productions.
* Prepared medical record chronologies and deposition summaries.

**SKILLS:**

 🔾 MS Office 🔾 Summation 🔾 Adobe Pro

 🔾 Excel 🔾 CaseMap 🔾 JuraLaw Legal Calendar

 🔾 PowerPoint 🔾 Westlaw 🔾 Cite Checking/Blue Booking

 🔾 Outlook 🔾 PACER

**EDUCATION:**

Certificate in Discovery Practice Electronic Discovery Institute - Distance Learning Initiative

*(Certificate Expected – April 2020)* Washington, D.C.

Certificate in Paralegal Studies Robert Morris College

Orland Park, Illinois

Bachelor of Arts Columbia College Chicago

Communications Chicago, Illinois

General Studies Illinois State University

 Normal, Illinois

**LICENSES & CERTIFICATIONS:**

Notary Public, State of Illinois

**HONORS & AWARDS:**

Outstanding Member Award (Nov. 2019), Illinois Paralegal Association

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**PRESENTATIONS:**

Maiorano, Linda M., (Nov. 2019), *Ethics: Let’s Take A Minute* – Additional Speaker at the Illinois Paralegal Association Fall Education Conference

**AFFILIATIONS:**

Family Law Committee Chairperson, Illinois Paralegal Association

Freelance Paralegals Committee Chairperson, Illinois Paralegal Association

Committee to Investigate Paralegal Regulation Co-Chairperson, Illinois Paralegal Association

Associate Member, Illinois Paralegal Association

National Federation of Paralegal Associations

Paralegal Rainmakers

Non-Lawyer Associate Member, The Chicago Bar Association

Affiliated Professional, American Bar Association

Member, National Notary Association