



Raelynn Frazier

Paralegal, Litigation and Damage Claims

☎ (616) 555-2748 ✉ raelynn.frazier@example.com

🌐 linkedin.com/example/raelynnfrazier 📍 Grand Rapids, MI 49503

STRENGTHS

- 📁 **Case file organization**
Built indexed files for simulated claims, helping reviewers locate records, correspondence, exhibits, and deadlines without delay.
- ✍ **Clear legal drafting**
Separated facts, damages, and requested relief in complaint drafts, making attorney review more focused and practical.
- 🔄 **Claims follow up**
Tracked insurer contacts and response dates in course files. That habit kept unresolved items visible during review.
- 🔍 **Discovery support**
Handled requests, subpoenas, deposition notes, and response deadlines. Classmates often sought help sorting difficult materials.
- 🔒 **Confidential records**
Applied naming, indexing, version control, and confidentiality practices across large simulated files, preserving dependable records.

SKILLS

Civil Litigation Support

Property Damage Claims

Legal Drafting Complaints

Discovery Subpoenas

Routine Motions

Deposition Summaries

Service Process Tracking

Insurance Claim Follow Up

Document Management

Case Tracking Hearing Preparation

SUMMARY

Early career paralegal with ABA approved preparation and supervised academic experience supporting **civil litigation**, **property damage** claims, legal drafting, discovery, subpoenas, document management, and case preparation. Developed simulated recovery files from intake through proposed closure, coordinating loss documentation, claim values, insurance correspondence, service tracking, exhibits, and procedural milestones for attorney review. Drafted complaints, collection letters, subpoena templates, routine motions, **deposition summaries**, and status memoranda using approved forms and faculty guidance. Organized hearing, mediation, trial, administrative proceeding, and appeal materials with clear indexes and reliable records. Careful communication with instructors, attorneys, insurers, **process servers**, and classmates strengthened deadline control and confidentiality practices. Ready to contribute organized litigation support and accurate claim tracking within a public service legal environment.

EDUCATION

Associate of Applied Science in Paralegal Studies

Davenport University 🎓 GPA: 4.0 📅 2026 📍 Grand Rapids, MI

Coursework: *Civil Litigation, Legal Research, Discovery, Insurance Claims, Document Management*

TECHNICAL SKILLS

- **Litigation Documents:** Complaints, routine motions, pleadings
- **Discovery Materials:** Interrogatories, document requests, responses
- **Subpoena Support:** Subpoenas, summonses, service records
- **Claims Tracking:** Claim logs, status notes, disposition records
- **Insurance Correspondence:** Collection letters, carrier follow up, claim notices
- **Case Management:** Case indexes, chronologies, closure checklists
- **Hearing Preparation:** Exhibits, witness materials, hearing binders
- **Mediation Preparation:** Mediation records, damages worksheets, exhibits
- **Trial Preparation:** Trial binders, deposition summaries, exhibit references
- **Appeals Support:** Appealed recommendations, supporting records, issue summaries
- **Microsoft Office:** Excel, Word, document formatting
- **Legal Research:** Legal research, procedural rules, fact review

EXPERIENCE

Civil Litigation and Damage Claims Paralegal Project

Capstone Project 📅 January 2026 - May 2026 📍 Grand Rapids, MI

Completed a supervised capstone simulation covering property damage recovery, civil litigation support, insurance correspondence, service tracking, **case preparation**, and file closure. Prepared materials for faculty attorney review while separating factual support from legal decisions.

Mediation Preparation

Trial Preparation

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Civil Litigation and Damage Claims Paralegal Project at Capstone Project (4 Months)

● Discovery and Legal Document Management Student at Student Lab (3 Months)

● Insurance Claims and Case Tracking Student at Course Project (4 Months)

- Developed a simulated **recovery** file from incident records through proposed closure for **attorney review**.
- Prepared a civil complaint from a faculty fact pattern, separating allegations, damages, and requested relief.
- Drafted **insurance claims** and **collection correspondence** using repair records and a damages worksheet.
- Tracked summons preparation, process server activity, service dates, and follow up deadlines in a case log.
- Indexed mock hearing and **mediation** exhibits with chronology files for faster record retrieval.
- Closed the simulated matter with a status memorandum, disposition checklist, and archived documents.

Discovery and Legal Document Management Student

Student Lab 📅 September 2025 - December 2025 📍 Grand Rapids, MI

Supported a supervised student lab focused on discovery, **subpoenas**, **routine motions**, deposition summaries, confidentiality, version control, and trial preparation for a simulated civil dispute.

- Managed interrogatories, document requests, response records, and deadlines across a simulated civil dispute.
- Drafted subpoena and routine motion templates from approved forms for instructor review.
- Summarized a mock deposition transcript by issues, testimony, and exhibits for **case preparation**.
- Applied naming, indexing, version control, and confidentiality practices across a large simulated case file.
- Prepared a **trial** binder with witness materials, exhibit references, procedural dates, and unresolved **discovery** items.
- Updated the case index after instructor review, preserving a reliable record of revised materials.

Insurance Claims and Case Tracking Student

Course Project 📅 January 2025 - May 2025 📍 Grand Rapids, MI

Completed supervised coursework on insurance claim intake, damage documentation, carrier follow up, appealed recommendations, **procedural guidance**, and structured **file closure** for simulated property damage matters.

- Compared incident reports, repair estimates, insurance details, and correspondence to identify missing claim documentation.
- Created a spreadsheet tracker for carrier contacts, claimed amounts, responses, deadlines, and disposition status.
- Drafted insurer follow up correspondence and status notes separating confirmed facts from attorney judgment.
- Reviewed claims below \$1,000 using course rules and documented recommendations without making legal decisions.
- Assembled an appealed claim record and summarized disputed facts for faculty evaluation.
- Presented an intake through closure workflow covering escalation, **litigation** support, and file closing controls.

PROJECTS

Property Damage Recovery File Simulation 📅 2026

Built a supervised recovery file with loss records, claim correspondence, damages analysis, service tracking, indexed exhibits, and closure documentation for attorney review.

Discovery and Hearing Preparation Lab 📅 2025

Organized discovery materials, deposition notes, subpoenas, routine motions, witness information, and exhibit references for a faculty led hearing exercise.

LEADERSHIP & AWARDS

- Received the Paralegal Studies Academic Excellence Award in 2026 for strong academic performance and practical legal preparation.
- Earned Dean's List recognition in 2025 through consistent achievement in paralegal studies coursework.

- Served as Legal Studies Peer Mentor from 2025 through 2026, helping classmates organize research and case files.

CERTIFICATIONS

- Legal Research Fundamentals Certificate 📅 2026
- Microsoft Office Specialist: Excel Associate 📅 2025

PROFESSIONAL AFFILIATIONS

- Legal Studies Peer Mentor, Davenport University, 2025 through 2026.
- Student Community Legal Education Volunteer, Davenport University, 2025 through 2026.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST