

MARY GUINEVERE ROJEK

727-241-3523 / maryguinevererojek@gmail.com / Lombard, IL

Skills

- Familiar with the pre-suit discovery process including Amendment 7s and Notices of Intent
- Proficient in drafting discovery documents as well as case and deposition summaries using Microsoft Word and Excel.
- Adept at conducting legal research (via Westlaw, Fastcase and LexisNexis) and adhering to regulations, laws, and Florida Rules of Civil Procedure.
- Practiced in supporting case team with litigation thru scheduling (CMEs, depositions, telephone conferences, hearings), organizing and maintaining case files (in ATO and imatter), researching, and filing thru the Portal.
- Skilled at managing team calendar to avoid conflicts and to ensure deadlines are met.
- Trained in opening new cases
- Tact and professionalism while communicating with clients, opposing counsel, (expert) witnesses etc.

Key Skills

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|-------------|------------------|------------------------|---------------------|
| ➤ PI | ➤ Legal Research | ➤ Medical Chronologies | ➤ OCR & Redacting |
| ➤ Law Memos | ➤ Calendaring | ➤ FOIA | ➤ E-Filing |
| ➤ Analysis | ➤ Billing | ➤ Pre-Suit Procedures | ➤ Trial Preparation |

Education

A.S. Legal Assistant/Paralegal 12/2021

Seminole State College of Florida

Graduated with Honors

Accreditation: The American Bar Association

Diploma Medical Clinical Lab Assistant 6/2011

Ultimate Medical Academy

GPA: 4.0

Accreditation: Accrediting Bureau of Health Education Schools

Related Projects

- As a member of a defense case team, prepared and managed binders for mediation, depositions, and trial including drafting medical chronologies, exhibit lists and medical specials.
- Proactively investigated and analyzed plaintiff's social media based on interrogatory answers which yielded sufficient evidence and cause to prompt counsel to approve professional surveillance which then resulted in positively moving the case forward for the defense.

Work History

Legal Assistant/Paralegal, North Star Legal. (temp) 5/2022- 6/2022

Medical Malpractice Paralegal, North Star Legal (temp) 4/2022-5/2022

Legal Assistant, McDonald, Toole, Wiggins (temp) 1/2022-4/2022

Case Assistant (Junior Paralegal), Bowman and Brooke 06/2021- 1/2022

Second Grade Teacher, Crown Global Academy 08/2020- 2/2021

First Grade Teacher, Al Hoffaz International Academy 09/2019- 6/2020

Professional Affiliations

- NALA
- CFPA