

# KATE SALAZAR

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Charleston, South Carolina

## PROFILE

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Goal-oriented self-starter with six years of experience in fast-paced environments. Key strengths include exceptional organization, problem-solving, attention to detail, research, writing, editing, proofreading and communication. Demonstrated ability to manage cases and resources effectively and set priorities in a collaborative and client-oriented culture. Seeking an opportunity for professional challenges where I can utilize my skills and ability to quickly learn new concepts in the best possible way to achieve company goals.

## EXPERIENCE

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|---------------------------|--|
| July 2020 - Present       | Litigation Paralegal, <i>Gallivan White &amp; Boyd, P.A.</i><br>Supports attorneys with legal research and document management for civil trials. Schedule and conduct client, witness and attorney interviews in preparation for depositions and trial. Communicates effectively via written and verbal communication with insurance adjusters, outside counsel, court officials, process servers, vendors and maintains written and verbal correspondence. Drafts subpoenas, discovery responses, deposition notices, pleadings, reports, and prepares document production requests. Edits and proofreads pleadings, motions and memos before serving on opposing counsel and courts. Prepares medical chronologies by reviewing and interpreting medical records |
| February 2019- June 2020  | Litigation Paralegal, <i>YCRLAW, LLC</i>   |
| April 2017- February 2019 | Litigation Paralegal, <i>McAngus Goudelock &amp; Courie, LLC</i>   |
| February 2016- April 2017 | Litigation Legal Assistant/Paralegal, <i>Wilson and Heyward, LLC</i>   |
| July 2015- December 2015  | Personal Injury Legal Assistant/Paralegal, <i>Traywick &amp; Traywick, LLC</i>   |
| July 2014- July 2015      | Office Assistant, <i>Bean Kinney and Korman, PC</i>  |

## EDUCATION

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Marymount University, *Arlington, VA*

December 2012: Bachelor of Arts in Liberal Studies, *Dean's List Fall 2012*

## KEY SKILLS AND CHARACTERISTICS

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|------------------------------|-------------------------------------|
| · Attention to Detail        | · Writing, editing and proofreading |
| · Communication              | · Microsoft Office Suite            |
| · Research and Investigation | · Adobe                             |
| · Problem Solving            | · Multitasking                      |
| · Case Management            | · Analysis                          |

## ACTIVITIES AND INTERESTS

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Baking, animals, hiking, travel, art, literature