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**ZACHARY NILSSON**

3709 East Florence Drive  
Meridian, Idaho 83642  
(310) 920-1745  
[zpnilsson@gmail.com](mailto:zpnilsson@gmail.com)

**OBJECTIVE**

*A qualified candidate seeking a position as a litigation Paralegal. Six years of experience working in a variety of legal practices. Demonstrated self-starter, leader, and helper. Strong desire to learn and grow supporting other professionals with an emphasis on ethics, integrity, and producing superior work-product.*

**EMPLOYMENT HISTORY*****Paralegal*****BELOFSKY LAW GROUP, P.C.****Insurance Defense**

January 2020-*Still employed*

Litigation support, case management, Discovery prep., drafting correspondences, research, writing, detailed review and analysis of voluminous document production documents. Trial attorney support. Exhibit binders, mediation binders, transcript review and analysis. General IT troubleshooting, some scheduling, supply management. Responsible for the intake of new cases efficiently and effectively. Quickly and efficiently open new cases. Review medical records, cursory fact analysis, and organization of file system. Creation of training materials for new employees.

***Paralegal*****Hammons & Baldino LLP****Construction Defect Defense**

October 2018-January 2020

Litigation support, case management, Discovery prep., drafting correspondences, research, writing. Drafting complex matrices in excel spreadsheets, detailed review and analysis of voluminous document production documents. Trial attorney support. Exhibit binders, mediation binders, transcript review and analysis. Contract review, indemnity provisions, subcontractor trade agreements, master construction contracts. Property inspections: plumbing, insulation, windows, etc. General administrative support.

***Document Services Specialist*****Exela Tech./ On Site Akin Gump Strauss Hauer & Feld LLP**

January, 2018 — September, 2018

Preparing a plethora of legal documents including but not limited to:  
Credit Agreements, Legal Pleadings (Federal), Contracts, Legal Correspondence  
PowerPoint Presentations, Excel Spreadsheets.

***Paralegal Intern*****Law Office of Robert S. Valentine**

November, 2016 — January, 2018

Wills, Trusts, and Estate Planning. Civil litigation, case management, calendaring, research, filing, legal forms, and general assistance to single attorney.

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***Paralegal Intern***

**Beacon House Legal Clinic**

May, 2016 — January, 2018

Legal research and writing, Microsoft Office, drafting, motions, expungements, brief writing, courtroom support and appearances, writing declarations, abstracts, completing judicial council forms, internet research, case management, communications with court clerks, clients and other attorneys.

**EDUCATION**

Coastline Community College

**Associates Degree, Paralegal Studies**

Degree date: June 2018

**LICENSES / CERTIFICATIONS**

ABA Paralegal Certificate