

## Senior Paralegal

# Nelle Franke

### Professional summary

Results-oriented Senior Paralegal with over 16 years of experience providing comprehensive legal support across various practice areas. Demonstrated expertise in legal research, document drafting, case management, and trial preparation.

### Experience

#### Senior Paralegal

April 2020 - Now

Smith & Associates Law Firm / United States, Milwaukee, WI

- Manage case files, including organizing documents, maintaining calendars, and coordinating meetings and appointments.
- Assist attorneys in trial preparation, including preparing exhibits, witness lists, and trial notebooks.
- Supervise and mentor junior paralegals, providing guidance on legal research methods and case management strategies.

#### Paralegal

June 2009 - February 2020

Johnson & Smith Legal Services / United States, Waukesha, WI

- Conducted legal research and prepared memoranda on various legal issues, including case law, statutes, and regulations.
- Drafted and filed legal documents with state and federal courts, including complaints, answers, and discovery requests.
- Communicated with clients, opposing counsel, and court personnel to facilitate case progression and resolution.

#### Legal Assistant

March 2007 - April 2009

Brown & Associates / United States, Madison, WI

- Provided administrative support to attorneys, including managing correspondence, and maintaining filing systems.
- Prepared legal documents, such as briefs, pleadings, and contracts, for attorney review and filing.
- Assisted with client intake and communication, ensuring prompt and professional responses.

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### Education

#### Bachelor of Arts in Legal Studies

2003 - 2007

University of Wisconsin-Madison

United States, Madison, WI


#### Certifications:


Certified Paralegal (CP), NALA, renewed in 2020


#### Certifications:

Professional Paralegal (PP), NALA, renewed in 2019


### Skills

Fact Investigation 

Deposition Preparation 

Knowledge of Relevant Laws & Regulations 

Litigation Support 

Oral Argument Preparation 

### Hobbies

 Judo

 Calligraphy

### Languages

 Vietnamese