

ANDREA M. LEAVITT

3056 Cedar Crossing, Minnetonka, MN 55305 Telephone: (763) 325-5745 Email: andrea@leavitt2me.com

PROFESSIONAL ATTRIBUTES

I seek to add value to your business or organization through efficient and reliable assistance, effective communication and desire to learn with implementation of new concepts. Strengths include attention to detail, time management, adaptive to changing environments, understanding of legal procedures, organization and advanced computer skills. Enjoy working as a team member as well as independently.

QUALIFICATION HIGHLIGHTS

BUSINESS LAW AND NONPROFIT ORGANIZATIONS

INTELLECTUAL PROPERTY

INSURANCE

PERSONAL INJURY

CIVIL LITIGATION

ADMINISTRATIVE LAW

MEDICAL/HEALTHCARE

LEGAL RESEARCH, ANALYSIS & SUMMARIZATION

CASE MANAGEMENT

ORGANIZATION/FILE MANAGEMENT

EMAIL/SOCIAL MEDIA MARKETING

WEBCASTING & WEBINARS

BILLING & INVOICING

COLLABORATION & PRODUCTIVITY

RELEVANT TRAINING & COMPUTER SKILLS

- Contracts, Employment, Business Organization, etc.
- Nonprofit Organizations, including Federal and State requirements of same
- Trademarks, Servicemarks, and Copyrights
- No-Fault Insurance
- Bodily Injury
- Insurance Claims and Documentation
- Understanding of ADR Process
- Familiarity with Civil Procedure
- Investigation and Interviewing
- Case Review and Preparation
- Workers Compensation
- Spinal Medical Terminology
- Medical and Employment Records Review and Analysis
- Statutory and Case Law, Persuasive and Secondary Sources
- Internet Research
- Bluebook Citation Style
- Interaction with Clients
- Monitoring Case Status
- Time Management (i.e., tickler system) and Scheduling
- Review files, address issues, and complete case summaries
- Organization of case files
- Form and document completion
- Familiarity with newsletters, funnels, landing pages, opt-in's, etc.
- Social Media Advertising and Marketing
- Create, manage and host informational seminars and webcasts
- Familiarity with attorney billing preferences and methods
- Microsoft Office Suite, Office 365, Adobe Acrobat XI Professional (*Office Productivity*)
- Zoho One, Microsoft 365, GSuite (*Collaboration and Productivity Platform*)
- GroupWise, Outlook, Gmail (*Messaging and Collaboration Platform*)
- MN Secretary of State website, including UCC search and business filing
- IRS website
- USPTO, including TESS
- Notary Commission (*Expires January 31, 2021*)
- CM/ECF (*Federal electronic filing system*)
- Odyssey File and Serve (*MN electronic filing system*)
- Familiarity with CPT Codes, HICFA forms & EOB's
- Westlaw Next, Westlaw Classic, Lexis Nexus (*Legal Research Databases*)
- Accurint (*Locate and Research Database*)
- ProLaw, Abacus Law & Needles (*Case Management Software*)
- NetDocs (*Document and Email Management*)
- PeopleSoft (*Human Resource Management System (HRMS)*)
- AWeber, Constant Contact, Mailchimp (*Email Marketing and Autoresponder*)
- LinkedIn, Facebook, Instagram, Twitter, YouTube
- Anytime Meeting (*Webcast application*)
- Timeslips, Freshbooks, Zoho Books, PayPal Business (*Invoice and Billing Applications*) Software
- Wordpress, WIX (*Website Platform*)
- Microsoft and Macintosh (*Computer Operating Systems*)

EDUCATION

- **California School of Law (2013)** Currently on Leave of Absence from Juris Doctor Program. First year completed.
- **Minnesota Paralegal Institute (2011)** Post-Baccalaureate, ABA Approved Paralegal Certificate - 4.0 GPA
- **University of Northern Carolina at Charlotte (2003)** Bachelor of Arts in Political Science and Psychology - Cum Laude

BUSINESS EXPERIENCE

Freelance Paralegal and Business Coach-Consultant, Owner (2015-present)

LEAVITTMI, LLC d/b/a LEAVITT2ME (Minnetonka, MN)

Business Owner and Experienced Paralegal provides Freelance and Independent Paralegal Services, as well as, Business Coaching and Consulting Services to attorneys, entrepreneurs, startups, and small businesses.

LEGAL EXPERIENCE

Intellectual Property Paralegal (Copyright, Trademarks, Trade Secrets) (2012-2017)

KUNKLE LAW, PLC (Saint Paul, MN)

- Review websites and describe their relevant goods and services based on the USPTO's Trademarks ID Manual
- Proofread, edit and correct bluebook style citation for Copyright Opinion Letters and Office Action Responses
- Proofread and edit Membership Agreements and Bylaws
- Research various states' Codes & Laws and summarize findings for issues related to Bankruptcy, Civil Procedure, Contracts and Child Labor Entertainment
- Draft, Proof and Edit various Trademark and Civil Litigation Documents-including Pleadings, Discovery, Affidavits and other documents to be filed with the court

Business Law and Nonprofit Organizations Paralegal (2014-2016)

HENNINGSON & SNOXELL, LTD (Maple Grove, MN)

- Perform legal research. Drafted memorandum(s) of findings in which the conclusion(s) often were used in development of business strategy and decision-making
- Write, review, and edit legal correspondence, memoranda, agreements, entity's organizational documents, contracts, and the like. File same with appropriate administrative agency or court
- Complete, review, edit and file various government reports, UCC Filing Statements, IRS tax applications, elections, and forms
- Review and organize corporate record books and documents. Obtain gaps in ownership record for million dollar corporations. Draft Meeting Minutes and Stock Certificates regarding same.
- Prepare documents for and attend closings.
- Draft and file State Service/Trade Marks. Perform Research on USPTO and Federal Copyright website(s)
- Communication and meetings with clients
- Assist with organization and development of new strategies within the firms' business department
- Complete, review, and edit IRS forms associated with starting a new business or nonprofit organization

Personal Injury and Workers Compensation Paralegal (2013-2014)

HENNINGSON & SNOXELL, LTD (Maple Grove, MN)

- Prepare and file pleadings and documents to be filed with the court and/or ADR (i.e., Motions to Compel, Arbitration Brochures, Rule 12 Discovery Responses, Answers to Interrogatories and Request for Production of Documents, Informational Statement, etc.)
- Summarize Records-including, but not limited to, medical records, employment history, workers compensation and no-fault insurance claims
- Request and review Discovery
- Draft correspondence to and communicate with counsel, court, ADR and clients
- Transcription
- Manage attorney calendar(s)
- Organize, manage and maintain files.
- Receive, review and manage incoming and outgoing mail

Paralegal/Office Manager (2011-2013)

THE LOWDEN LAW FIRM (Minnetonka, MN)

- Prepare pleadings and documents to be filed with the court and/or ADR (i.e., Motions to Compel, Arbitration Brochures, Rule 12 Discovery Responses, Answers to Interrogatories and Request for Production of Documents, Informational Statement, etc.)

- Summarize Records-including, but not limited to, medical records, employment history, workers compensation and no-fault insurance claims
- Request and review Discovery
- Draft correspondence to and communicate with counsel, court, ADR and clients
- Familiarity with Odyssey File and Serve (electronic service and filing of court documents); file documents with Court
- Transcription and bate stamping
- Accounts receivable and payable-invoicing clients and tracking incoming payments
- Schedule legal appointments-including, but not limited to, Motions, Depositions, EUOs and Arbitrations
- Manage attorneys' calendar(s)
- Organize, manage and maintain files.
- Receive, review and manage incoming and outgoing mail
- Created, managed and hosted informational seminars and webcasts

Paralegal Intern (2011)

SMITH FISHER ATTORNEYS (Bloomington, MN)

- Assisted with various projects, including file closing, organization, and other administrative duties
- Researched case law and became familiar with the process involved in locating pleadings
- Observed attorney-client interviews, court proceedings, and negotiations

Legal Assistant (2001-2002)

LAW OFFICES OF R. KENT BROWN (Charlotte, NC)

- Researched and investigated miscellaneous legal material
- Worked with clients, questioned witnesses and obtained picture evidence for specified cases
- Worked with medical records and billing
- Transcribed dictation, managed mail, incoming calls and performed data entry

EMPLOYMENT EXPERIENCE

Human Resource Assistant (2007-2008)

MASTERSON PERSONNEL (Minneapolis, MN)

- Supported HCMC's Recruitment Team by completing various tasks and assigned projects
- Assisted with Career Fairs and community events
- Screened resumes and candidates for entry level positions via phone screens
- Maintained employment section of the internet and intranet websites
- Scheduled interviews for recruiters and hiring manager
- Conducted reference checks for candidates

Sales Consultant and Network Operations Controller (2007)

SATCOM MARKETING, LLC (Minneapolis, MN)

- Called prospective customers to explain types of services, products, promotions and pricing
- Placed and verified orders
- Assisted training of new consultants and cross training of current consultants
- Effectively managed all campaigns

Program Manager and Personal Care Assistant (2002-2007)

ACCURATE HOME CARE (Otsego, MN)

CREATIVE CARE RESOURCES (Mendota Heights, MN)

PATRICIA WEBER (Charlotte, NC)

- Managed financial budgets for a group home and the three resident clients
- Provided formal and on-the-job training for caregiver staff
- Organized and supervised government required medical documentation
- Ensured compliance to policies and procedures
- Processed employee time cards
- Coordinated daily therapeutic activities
- Provided direct in-home day and evening care for adult men disabled physical and/or mentally
- Provided sensory integration and cognitive assistance
- Administered supplemental education, daily care and physical therapy assistance for a child disabled by Athetoid-Spastic Cerebral Palsy
- Assisted with academic assignments

- Provided sensory integration and cognitive challenge to improve communication and increase socialization development
- Provided daily care and physical therapy assistance for a child disabled by Spina bifida.
- Assisted client with academic assignments
- Accompanied client to medical appointments and supervised communication with medical personnel

Sales Associate (2003-2004)

WIS ENTERPRISES, LLC (Charlotte, NC)

- Managed customer product and service requirements
- Ensured accurate revenue collection and customer satisfaction
- Sold tanning products and packages
- Conducted new associate training

VOLUNTEER EXPERIENCE

Events Speaker (2013-present)

WAYSIDE HOUSE, INC. (St. Louis Park, MN)

- Wayside House Graduation – I have been invited to speak to graduates and family/friends of graduates of Wayside Treatment Program as an alumnus.
- Wayside House Alumni Night – Speaking to residents of Wayside Treatment Program as an alumnus.
- Wayside House Legacy of Hope Breakfast – Speaking at a donation event as an ambassador for Wayside House.

Legal Volunteer (2011-2013)

HARRIET TUBMAN/CHRYSALIS CENTER (Minneapolis, MN)


- Intake consultation with women seeking professional services to focus legal issue prior to meeting with volunteer attorney. Subsequently provide information, referrals, emotional support, and counseling.
- Representative for Tubman in welcoming clients, providing materials, explaining services, and attorney introductions.
- Complete required administrative paperwork. Follow up with Tubman’s Legal Services program staff regarding Law Clinics and Information Sessions.

Youth Outreach Administrative Assistant (2009- 2010)

JOHN TOLO MINISTRIES (Saint Paul, MN)

- Coordinate volunteers and activities for events
- Communicate with community via online social network and participate in street ministry
- Assist in development of promotional strategy and marketing ideas
- Support supervisor in various project

LEGAL AFFILIATIONS

- Minnesota Paralegal Association ■ National Federation of Paralegal Associations
- **Linked ** <https://www.linkedin.com/in/andrea-leavitt-leavitt2me/>