

Antonio Martínez

Legal Case Manager

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New York, NY

LINKS
LinkedIn - antoniomartínez

AWARDS
Outstanding Paralegal Award (2023)
Employee of the Year (Greenberg & Co., 2019)

LANGUAGES
Spanish (Bilingual)

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Legal Case Manager with over 8 years of experience managing complex legal cases from inception to resolution. Proficient in case management software, legal research, and client communication. Demonstrated ability to work collaboratively with attorneys and clients to ensure the efficient and effective progression of cases.

EXPERIENCE

2020 - Now
Legal Case Manager
Smith & Johnson LLP
New York, NY

- Manage over 150 active cases simultaneously, ensuring all deadlines and court dates were met.
- Conduct legal research and prepared comprehensive case summaries for attorneys.
- Coordinate with clients, opposing counsel, and court personnel to facilitate case progression.
- Draft and file legal documents including motions, briefs, and pleadings.
- Utilize case management software to maintain accurate and up-to-date case files.

2016 - 2019
Paralegal/Case Manager
Greenberg & Co.
Boston, MA

- Provided comprehensive case management support to a team of five attorneys.
- Conducted initial client intake and gathered relevant case information.
- Prepared and submitted discovery requests and responses.
- Maintained detailed and organized case files, ensuring all documentation was current.
- Assisted in the preparation of depositions and mediations.

EDUCATION

2012 - 2016
Bachelor of Arts in Legal Studies
University of Massachusetts
Amherst, MA

SKILLS

Case Management Software (e.g., Clio, MyCase)
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Document Drafting and Filing
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Legal Research (LexisNexis, Westlaw)
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Client Communication and Interviewing
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