Ester Ashkan

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# SUMMARY

A highly trained paralegal with 15 years of experience in a variety of legal settings.

# EXPERIENCE

## Beckett, Hunter, and Lawrence: Sarasota, Florida, Senior Paralegal, 2016-2020.

* Organized client correspondence.
* Managed documents for cases involving eight-figure settlements.
* Managed trial calendar.
* Prepared case exhibits and evidence for trial.

## Law Offices of Cortez, Aquilla, and Browne: Sarasota, Florida, Associate Paralegal, 2012-2016.

* Prepared pleadings, exhibits, court orders, and discovery for family law cases.
* Collaborated with accounts department to standardize billing procedures.
* Assisted attorneys in drafting and filing legal documents.
* Acted as liaison between judges, court officials and attorneys.

## Dronzek and Edmunds, LLC: Topeka, Kansas, 2005-2012.

* Worked with attorneys to resolve legal complaints.
* Contacted and scheduled expert witnesses.
* Scheduled and facilitated depositions.
* Prepared mediation summaries.
* Drafted appeal pleadings.

# EDUCATION

* Diploma in paralegal studies, June 2005, Kansas Legal Institute, Topeka, Kansas.
* Bachelor of Arts (BA), May 2004, Valley View University, Topeka, Kansas.

# AFFILIATIONS AND CERTIFICATIONS

* Certified Paralegal (CP), Federation of Legal Assistants
* Paralegal Association of Florida
* National League of Paralegals
* Legal Aid Volunteer Network