

**7520 Hillcroft
Houston, TX 77081
Office: (713) 270-9434
MARIBEL RAMIREZ**

Maribel@rasaparalegalservices.com

OBJECTIVE: To Provide Professional Paralegal & Administrative Assistance.

SKILLS / ASSETS:

- ◆ Fluent in English and Spanish, Written and Spoken
- ◆ Excellent in Public Relations
- ◆ Knowledge of Starting, Maintaining an Office or Business
- ◆ Possess a High Work Ethic; Detail-oriented; Excellent Written and Oral Communication Skills

LICENSES AND TRAINING:

- ◆ 2010 Diploma in Christian Counseling, Reina Valera Seminary
- ◆ 2006 Licensed by State of Texas Dept. of Insurance, Life, Health, Property and Casualty
- ◆ 1996 Licensed by Texas Education Agency as Driving Safety School, Instructor Trainer and Instructor
- ◆ 1994 Admitted into the State Bar of Texas, Legal Assistants Division
- ◆ 1989 Commissioned by the State of Texas as Notary Public, in good standing
- ◆ 1989 Legal Secretary Certificate by the National Association of Legal Secretaries (NALS)
- ◆ 1987 Commissioned by the State of Texas as Commissioned Security Officer

25 YEARS OF LEGAL EXPERIENCE

FULL CHARGE OFFICE MANAGEMENT/ADMINISTRATION/SECRETARIAL SUPPORT: Served as office manager/ secretary for many sole practitioners. Maintained account payables, account receivables and other office records. Managed, trained and provided orientation to new employees regarding office procedures, effective filing system, file management procedures, maintained office and files, managed attorneys' calendar; scheduled and coordinated depositions and other events; supervised trial schedule, docket control orders, and statutes of limitations to ensure that all deadlines were timely met. Made marketing and advertising decisions, made travel arrangements including booking flight, hotel reservation, and ground transportation and all necessary decision to maintain a smooth running office.

CLIENT INTERACTION: Interviewed and met with clients at office, business, home, hospital or jail on behalf of attorneys, to answer their inquiries and maintain a good working relationship to include assist in providing efficient legal services.

DRAFTING OF LEGAL DOCUMENTS: Assisted in drafting various legal documents including pleadings, motions, and correspondence. In plaintiff firms opened worked on file from beginning to end, to include drafting of petitions and settlement demand packages; in defense firms drafted answers, special appearances, motions to transfer venue, special exceptions, and motions for summary judgment, under the attorneys' supervision.

MEDICAL RECORDS MANAGEMENT: Secured medical and other records in admissible form through records services or directly by affidavit; maintained organization and logs of records; and arranged for the preparation of medical summaries.

TRANSLATION: Assisted in the courts, attorneys, and staff, in communicating with Spanish-speaking clients during trial, hearings, meetings and depositions; translated written documents from English to Spanish and Spanish to English.

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TRIAL EXPERIENCE: Assisted attorneys with trial preparation; organized and prepared case files for trial; drafted pretrial documents according to the court's order (motion in limine, exhibits list, jury charge, etc.); prepared trial notebooks; identified and organized exhibits; coordinated witness appearances; and second chaired several trials with the attorneys.

CORPORATE EXPERIENCE: Maintained business relations in community, assisted attorneys in setting up corporations for clients; assisted in drafting corporate documents including articles of incorporation and by-laws; transcribed minutes of board of directors meetings.

COMMERCIAL LITIGATION: Assisted attorneys in litigation arising between businesses or individuals engaged in commerce and trade.

FAMILY LAW: Assisted in matters involving domestic relations including divorce, paternity, custody, support, and child care; drafted divorce decrees and child support documents.

MEDICAL MALPRACTICE: Drafted and sent out letters; obtained detailed information from prospective clients; procured complete and pertinent medical records; coordinated the review of the information and medical records by the attorney and/or medical expert to determine duty, and the causal connection between alleged violation of standard of care and the compensable injury.

PERSONAL INJURY: Case management and assisted in all phases of litigation, pre-litigation from the inception of the case, through the litigation process, trial or settlement. Negotiated numerous claims and reached settlement agreement. Ensured cases advanced expeditiously and clients were informed of status.

PROBATE & ESTATE PLANNING: Assisted in drafting of wills; served as notary or witness during the execution of wills; assisted attorneys in their administration of estates of decedents and probate hearings.

IMMIGRATION LAW: I have trained and worked with many organizations and attorneys on a contract basis for at least twenty years, to assist families in their immigration process. I have obtained work permit, permanent resident and citizenship for many individuals through visa applications and petitions through various processes, such as Amnesty, NACARA, VAWA, Political Asylum, Fiancée, Family based and many others.

EMPLOYMENT

2005 – Present SELF EMPLOYED,
RASA Insurance and Financial Services (Health, Life, Property and Casualty Insurance Agent)

1996 – Present SELF-EMPLOYED,
RASA Defensive Driving School, Instructor Trainer, and Instructor

1989 – Present SELF-EMPLOYED
RASA Business Center (Administrative Services / Executive Suites)

1989 – Present SELF-EMPLOYED
Freelance and Contract Legal Assistant / Paralegal

LAW OFFICE OF ALFRED R. VALDEZ, 1990 – Present
General and Family Trial Practice, Personal Injury, Criminal, Toxic Tort, Medical Malpractice, Immigration, Business Litigation, Workers Compensation, and some Defense Work

LAW OFFICE OF ROBERTO HINOJOSA, 2006-2008
Personal Injury and Immigration Law

LAW OFFICE OF AMELIA RODRIGUEZ, 1996-2008
General Practice, Family, Personal Injury, Immigration and Business Litigation

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**LAW OFFICE OF BRENDA DOUCETTE, 1996-2008
Criminal Defense and Family Law**

**SCHWARTZ, BERGER & VALDEZ, P.C., 1990 – 1991
Personal Injury, Workers' Compensation and Maritime**

**1986 – 1989 LAW OFFICE OF XENOS M. YUEN, P.C.
General and Family Civil Trial Practice, Personal Injury, Toxic Tort, Medical Malpractice, Immigration, Business Litigation, Workers Compensation and Criminal Defense**

COMMUNITY SERVICE

2011- Present Board of Director, Anchored Love Ministries
2009- Present Advisory Board, Interactive Learning Institute
1999- Present Executive Director, Estamos Contigo Inc., a non-profit Organization
2005-2007 Administrator/Board of Director, ABLA (Latin American Baptist Association in Houston TX)
2005-2007 Member of the Immigration Task Force for Baptist General Convention of Texas
1998-2005 Spoke Person, Spanish Speaking Support Group Facilitator and Board Member for Lupus Foundation of America, Gulf Coast Chapter
1996-2006 Administrator and Church Council President of Iglesia Bautista Hispana Unida

References upon Request