

Anthony Gentile

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Profile

- Attentive, organized paralegal with several years of experience in personal injury law and malpractice law. Track record for helping attorneys build, maintain, and grow client relationships. Expedient researcher and problem-solver with critical thinking skills.

Education

- Associate in Applied Business, Law and Paralegal Studies | SAN DIEGO CITY COLLEGE, San Diego, CA | May 2021

Awards

- First Place, Moot Court of City College Annual Competition, 2020

Key Skills

- Case management
- Court procedures
- LexisNexis
- Team collaboration
- Westlaw

Professional Experience

PARALEGAL | SCRANTON AND SONS LLC, SAN DIEGO, CA | JUNE 2021 – PRESENT

- Conduct research for malpractice lawsuits and personal injury cases, increasing the efficiency of the discovery process by 15%
- Digitize physical documents in the electronic filing system
- Draft pleadings, trial motions, and witnesses, subpoenas, and complaints
- Transcribe interviews

LEGAL INTERN | JAMES JOYCE BRYSON LLC, SAN DIEGO, CA | MAY 2020 - JUNE 2021

- Conducted pertinent research to prepare paralegal team for attorney briefings
- Drafted correspondence for attorneys' clients
- Summarized depositions
- Observed hearings and depositions, taking notes