



How to Land a Great Job in the Middle of Coronaville

Chere B. Estrin
CEO

Estrin Legal Staffing
MediSums, Medical Records Summarizing

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Juneteenth
2020





We're not in Kansas anymore.....

It's no longer the workplace we all knew.....

- 40 million people out of work
- No field is safe
- 3 million people filed unemployment in one week
- The “furlough” is here
- Everyone is working from home
- Those getting paid the most are big targets for pay cuts or layoffs by firms desperate to save money to remain afloat
- No face-to-face meetings or travel



Holy, Moly!
**The economy
was terrific just
two months
ago!**

- Partners have to chip in or give up draw
- Associates and staff take 10-25% pay cuts
- No more bonuses
- No more overtime
- Less work - more fear of losing a job
- No raises
- Last one in – first one out
- Employees laid off in volume (sometimes by email)
- Job offers are less money
- The third hardest hit industry was staffing, next to hospitality and retail

How the workplace is changing

- Work from home
- Work from anywhere in the world
- Remote positions no longer considered a “perk”
- Firms will get comfortable with video-interviewing realizing cost savings, efficiency and reach
- Firms can hire employees globally which expands their candidate pool
- More likely to invest in technology
- Companies slower to hire
- No more crazy travel for meetings
- The Mentor is back
- More freelancing happening
- Workday may be longer
- Contract work will probably dominate
- Leaner teams. Rethinking of budgets
- More contract, fewer full-time workers for cost savings
- Fewer benefits with contract work
- Total compensation is affected
- Just like telehealth, there will be telelawyer
- 70% of resumes will be read by a robot



The only thing we can rely on now is change, change and more change.

- High-stakes trials getting delayed
- Deal work related to M&A and IPOs drying up
- Summer associate programs have been cut
- Offers to 1st year associates rescinded
- Finally, diversity and inclusion that means diversity and inclusion

How the Law Firm Will Change

- People who work remotely are no longer considered unmotivated, wanting an easy way out or a special perk, not eligible for partnership track or promotion.
- Working remotely will become part of the total job offer.
- Compensation systems will be tweaked or completely overhauled.
- It will not be how many hours you worked so much as if you get the project done. (The jury is still out on the fate of billable hours.)
- You won't have to work 9 to 5. You can make your own hours.
- Lateral partners/groups are back.
- More law firm mergers.
- Virtual depositions.
- Expect office closures, particularly overseas.
- You might not have your own office. You might share.

HUGE
change.....

Cross training
is inevitable



Hot, Hot Practice Specialties Due to Covid19

- Medical/Malpractice
- Nursing Homes
- Personal Injury
- Workers Comp
- Employment Litigation
- Divorce
- Bankruptcy
- Some M&A
- Products Liability
- Healthcare
- Insurance Defense
- Mass Tort
- Trust & Estate Planning



**How to prepare....Yep, the
'ole resume first**

It's all in the packaging....

The “prettier” your resume, the more likelihood it will be picked.

Think of it as the “new normal”.

Before and After

Resumes MUST be stellar

Not so stellar



Jay Leno
505 El Capitan
Los Angeles, California 90067
(101) 555-5570
Bigmuckymuck@tmail.com

AREAS OF EXPERTISE

- ☐ CA Notary Public
- ☐ Conduct due diligence
- ☐ Post-closing follow-up
- ☐ Corporate maintenance
- ☐ Prepare closing binders
- ☐ Extensive client contact
- ☐ Prepare landlord waivers
- ☐ Mergers and Acquisitions
- ☐ Review legal descriptions
- ☐ Prepare and file annual reports
- ☐ Maintain corporate minute books
- ☐ Prepare UCC financing statements
- ☐ Draft various corporate agreements
- ☐ Prepare unanimous written consents
- ☐ Qualify legal entities in various jurisdictions
- ☐ Prepare/update group lists, timetables, checklists
- ☐ Store and retrieve corporate documents on database
- ☐ File DBAs, update stock certificates and file annual reports
- ☐ Corporate, partnership, joint venture formation, filing, management, maintenance and dissolution

Legal Experience

Beautiful Landscape Development, Inc. (Contract Admin) April 2018 - October 2019

- Contract comparison.
- Prepare insurance endorsements.
- Monitor and prepare Preliminary Notices.
- Manage day-to-day contract management approval system.

Coffee, Coffee & Wines - Corporate Paralegal February 2017 - February 2018

You must be ahead of the competition from the first moment of contact

Will not get put in the YES file

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- Monitor and prepare Preliminary Notices.
- Manage day-to-day contract management approval system.

Coffee, Coffee & Wines - Corporate Paralegal February 2017 - February 2018

- assembly of document closing binders
- obtain bring down letters from attorney service companies
- prepare UCC financing statements, fixture filings, promissory notes, lien releases
- communication with CT Corporation, CSC and Vcorp involving due diligence requests
- order and summarize due diligence UCC, corporate, intellectual property search reports

Reality Corporation – Sr. Corporate Paralegal August 2000 – October 2016

- Mergers and Acquisitions
- Conduct tax lien and UCC search
- Assist in preparation of bankruptcies
- Prepare NDA and Powers of Attorney
- Review and prepare IFB and RFQ for municipalities
- Prepare authority documentation for corporation and partnership
- File and maintain entity status of holding company and subsidiaries

Education

Adelphi University, Garden City, New York
Paralegal Program, ABA Accredited, Corporate Law
Cathedral College, Douglaston, New York BA in English,

Technical Skills

Microsoft Word, Outlook, Lexis/Nexis and Excel

Why, Mr. Leno! We would like to invite you to an interview!

Jay Leno

505 Main Street
Anywhere, CA 90000

(818) 555-5570
JayLeno@kmail.com

SUMMARY

Highly qualified corporate paralegal with extensive experience in mergers and acquisitions, corporate formation, contract management and legal administrative functions. Excellent time management skill with a demonstrated ability to handle multiple projects in a fast-paced environment. Customer service focused. Detail oriented with success in implementing solutions to create optimal efficiency. Work well independently and as a team member. Strong interpersonal and communication skills with the ability to collaborate with diverse individuals. Dynamic and motivated self-starter with a proven record for generating and building relationships.

CORE COMPETENCIES

- *SEC Filings*
- *Minute Book Maintenance*
- *UCC Financing Statements*
- *Customer and Vendor Relations*
- *Mergers and Acquisitions*
- *Contract Administration*
- *Billable Hour Management*
- *Electronic Data Management*

PROFESSIONAL EXPERIENCE

Robert Half – Sr. Corporate Paralegal

November 2019 – present

The Sr. Corporate Paralegal is a key partner with the executive team. The position is responsible to maintain effective communication between the Chief Executive Officer, the Board of Trustees and committees. I am responsible for organizing, scheduling and documenting all board and committee meetings. I maintain and distribute the minutes from all meetings. This position is also responsible for planning and organizing all records for State and Federal audits.

Key Accomplishments:

planning and organizing all records for State and Federal audits.

Key Accomplishments:

- Collaborate with cross-functional teams to build legal strategies while maintaining a client-centered focus.
- Create effective and efficient communication between the executive team, the board and the committees.

Big Development, Inc. – Contract Administrator

April 2018 – October 2019

As a Contract Administrator, my primary objective was to bridge the gap between the development team and the contract department in order to reduce corporate liability and minimize the risk of contractual breaches. I achieved this objective by creating standardized language for contracts and amendments. This included the preparation of all required insurance endorsements.

Key Accomplishments:

- Built trust relationships with our customers and sales teams.
- Developed business strategies between the legal team and sales personnel.

~~Wines~~ Wines & Coffee– Sr. Corporate Paralegal

February 2017 to February 2018

As Sr. Corporate Paralegal, I provided corporate maintenance including formations, dissolutions, annual reports and franchise tax returns. In addition, I prepared, edited and distributed merger documents for review. I reviewed and edited professional service agreements and other contracts. This position was also responsible for drafting, reviewing, editing and distributing board minutes, resolutions, agendas and annual reports.

Key Accomplishments:

- Resolved client escalations by identifying and taking corrective actions.
- Collaborated with cross-functional teams to build legal strategies with a client-centered focus.

Frankly Speaking Corporation – Sr. Corporate Paralegal

August 2000 – October 2016

Responsibilities as Sr. Corporate Paralegal included reviewing the contract bidding process. I was responsible for comparing and contrasting the government requirements with the response to the bid prior to submission to the funder. In addition, I provided corporate maintenance including formations, dissolutions, annual reports, and franchise tax returns. I prepared corporate entity formation for foreign and domestic corporations, limited partnerships, and limited liability companies. In addition, I drafted, reviewed, edited and distributed board minutes, resolutions, agendas, and annual reports. I drafted resolutions, organizational charts, and maintained corporate minute books. This job required me to perform UCC searches, draft and file documents and amendments, as necessary. I also prepared state corporation filings and liaised with counsel on foreign filings.

Key Accomplishments:

- Built trust relationships with our customers and the sales teams.
- Developed business strategies between the legal team and the market centers.

EDUCATION


Masters of Business Administration – UCLA Los Angeles, California

Bachelor of Arts - Cathedral College - Douglaston, New York

Corporate Paralegal Certificate - Adelphi University - Garden City, New York

COMPUTER SKILLS: Microsoft Office Suite, LexisNexis, Adobe Acrobat, Zoom

VOLUNTEER: Big Brothers, Sunrise Assisted Living



RICH CLEAVES SPHR, MBA

Human Capital Professional



ABOUT ME LOS ANGELES, CA

15 years of progressive Human Resource experience.

1 absolute passion for studying, implementing, and enriching workplace culture.

10 years leadership training, forged by fire in the U.S. military.



DIRECTOR OF RECRUITMENT

Rockport Healthcare Services (11,000 employees)

Report directly to the CEO.

Worked alongside the VP of operations during the tumultuous closure of one of our facilities, retaining valuable employees and reabsorbing them into understaffed neighboring facilities through a bonus program, open and frequent communication, and a customized onboarding program.

Championed campaigns to discover and target the elusive active nursing candidate that included: H1B sponsorships, demobilized veterans, medical students, and active duty military spouses.

Saved the company \$20,000 a month after taking over registry employment and housing. Streamlined flow of responsibility, designed a new tracking process, and worked with vendors to increase the efficiency of our fixed housing costs by 30%.

Lent my writing, Filmmaking, and design skills to revitalize outdated print advertisements, radio ads, and television commercials. Personally wrote, directed, and edited current recruiting video - collaborated with Channel 3 for production.

Trained regional VP's and Executive Directors across multiple regions on change-focused leadership, psychological needs-based retention strategies, and employment law for hiring

WARNING: Writing skills are tested through your resume. One primary reason resumes are rejected: BAD WRITING

Current positions – happening now

Do NOT put current position in third person:

- Prepares pleadings, files documents, maintains minute books. Preparing pleadings, filing documents, maintaining minute books

MUST be written in the first person/present tense:

- Prepare pleadings, file documents, maintain minute books.

Past positions-no longer happening

Do NOT put in third or first person/present tense

- Greets clients, manages reception desk, attends meetings
- Greet clients, manage reception desk
- Greeting clients, managing reception, attending meetings

MUST be written in the first person/past tense only:

- Greeted clients, managed reception, attended meetings

Think in terms of putting “I” in front of the action word.

70% of all resumes will be read by a bot....

Three things you must do

- Fastest way to get ranked #1 by bots: Match your resume precisely to the job description
- Make sure you apply as soon as the job goes live. 50% more of all resumes submitted first are likely to be read and those candidates are more likely to be hired.
- Show your excitement in the interview: "I am so excited to be here for the blankblank job." Employers want candidates who want them.



Do not use
Indeed's resume
format.

It looks really,
really bad.

Does not make
you stand out from
the competition.

Use your own.

Annie Oakley

Lynwood, CA 90262

annie_ixm@indeedemail.com

(323)555-2867

Speak English and Spanish

Authorized to work in the US for any employer

Work Experience

Litigation Assistant

Goldstein Zuckerman & Bolling - Beverly Hills, CA

January 2018 to June 2020

As a litigation assistant to a personal injury law firm, I provided administrative support for the law firm. Duties included conducting research, preparing documents for court hearings, scheduling meetings, and providing case status updates to clients, client managing, and meeting clients in person to acquire any information needed to add to the case.

Customer Service and Hospitality

Party City - Los Angeles, CA

March 2017 to January 2020

Responsibilities: Included providing the utmost care and cleanness of the facility. Talk to and greeted clients. Provided very close attention to detail and assured everything was cleaned and restocked. Involved providing the utmost care and customer service for the visitors of the club on daily basis.

Crew Trainer and Shift Manager

McDonalds - Los Angeles, CA

June 2014 to July 2015

Responsibilities:

A cartoon illustration of Daffy Duck, wearing a blue suit and yellow shoes, sitting at a desk. He is looking at a computer monitor which displays a list of job postings. A large wooden mallet is floating in the air to his left. The background is a solid grey color.

Important Tip: Don't Waste Time When Perusing Job Boards

- Always check to see when the firm listed the job posting. Anything more than 30 days old probably means the firm filled the position or did not remove the posting for whatever reason.
- You can always follow up with an inquiry to the Hiring Manager and find out if the position has been filled.

Why you absolutely, positively MUST be on LinkedIn

Potential employers receive your resume and run right to LinkedIn to check you out. Oh, yes!

LinkedIn establishes you as an authority in the industry.

It gives tremendous networking opportunities.

You can join groups, network with colleagues, make new friends, find out about jobs..

Recruiters and employers use LinkedIn to search for potential candidates.

It ups your professionalism quotient. Not being on LI can work against you.

LinkedIn publishes millions of jobs – no charge to you.

You receive job alerts when something comes in.,

There isn't a more effective tool in today's market.

Ride the horse
in the
direction it is
going

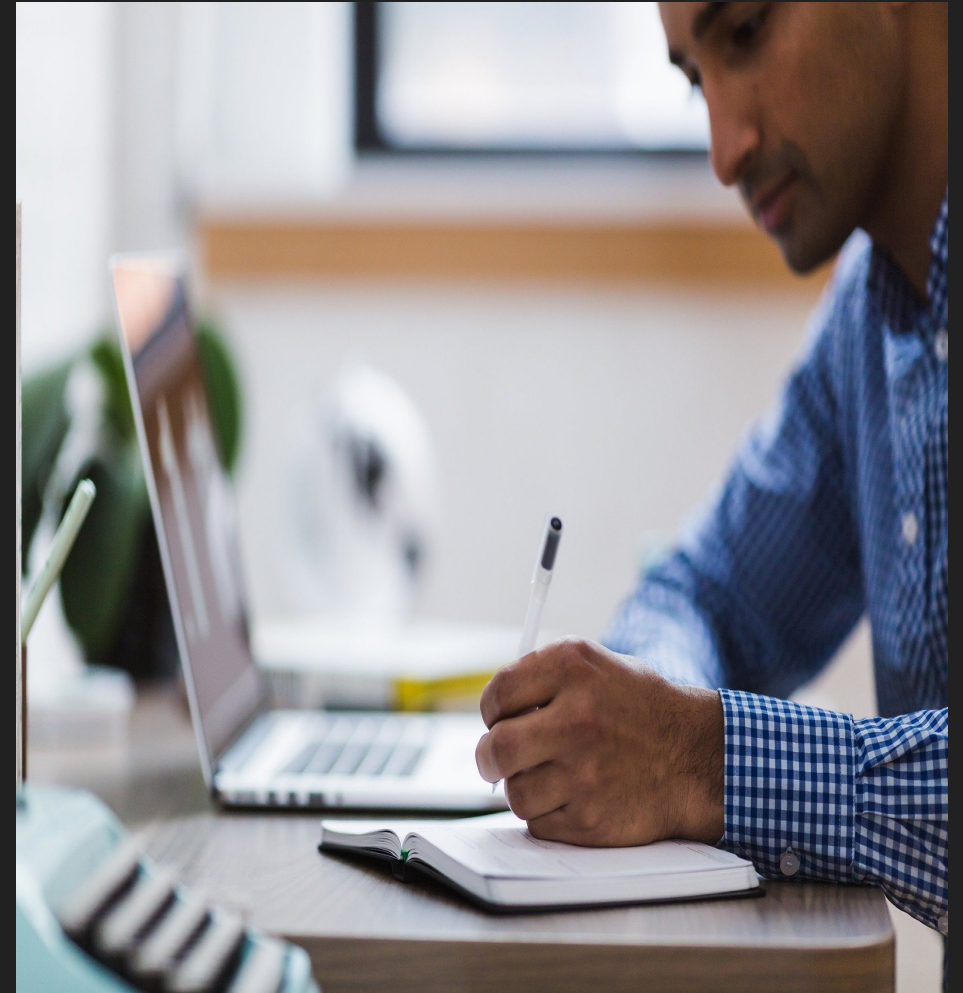


Have a program called Recruiter Lite or Recruiter Corporate from LinkedIn

Searches under key words i.e., attorney, paralegal, corporate attorney, litigation paralegal, legal administrator, litigation legal assistant, Relativity, M&A, drafted, Clio, trial, Abacus. etc., name of company or more

Looks carefully at your summary and work history

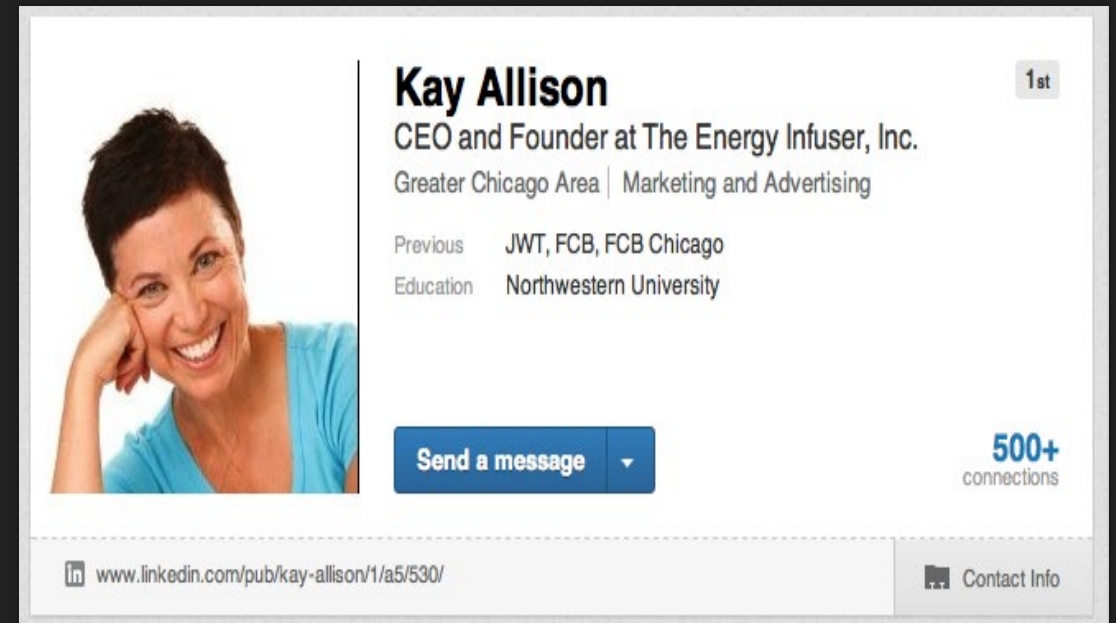
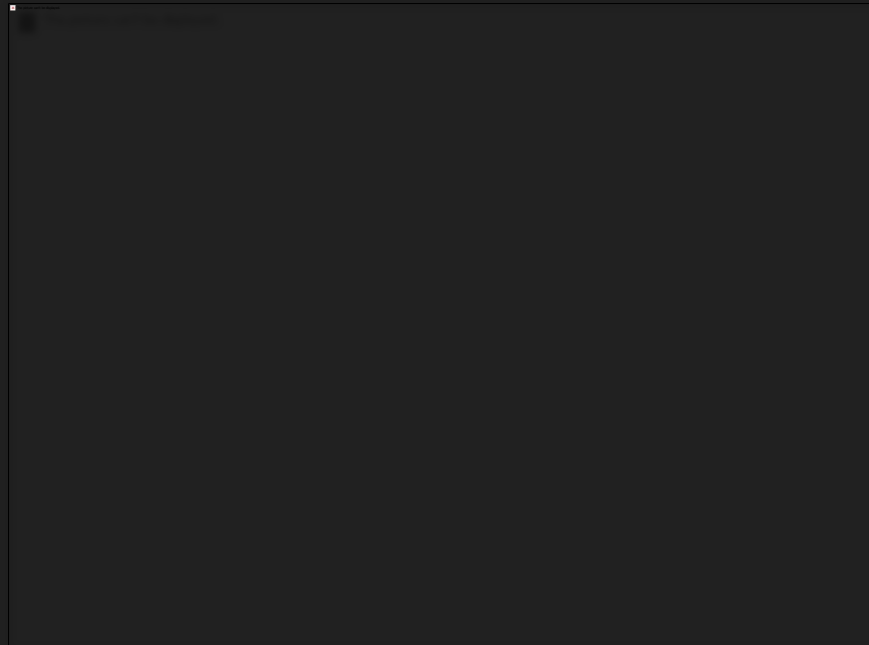
How Recruiters Use LinkedIn



LinkedIn Profile - Must have your professional picture – Don't try to go without one.

Imperative to have your title and professional picture

Who would you pick?



Really?

Are You a Female Exec? - Earn an Executive Women in Leadership Certificate from Corn

Linda M · 3rd
Lead Senior Instructor
Murrieta, California · 58 connections · [Contact Info](#)

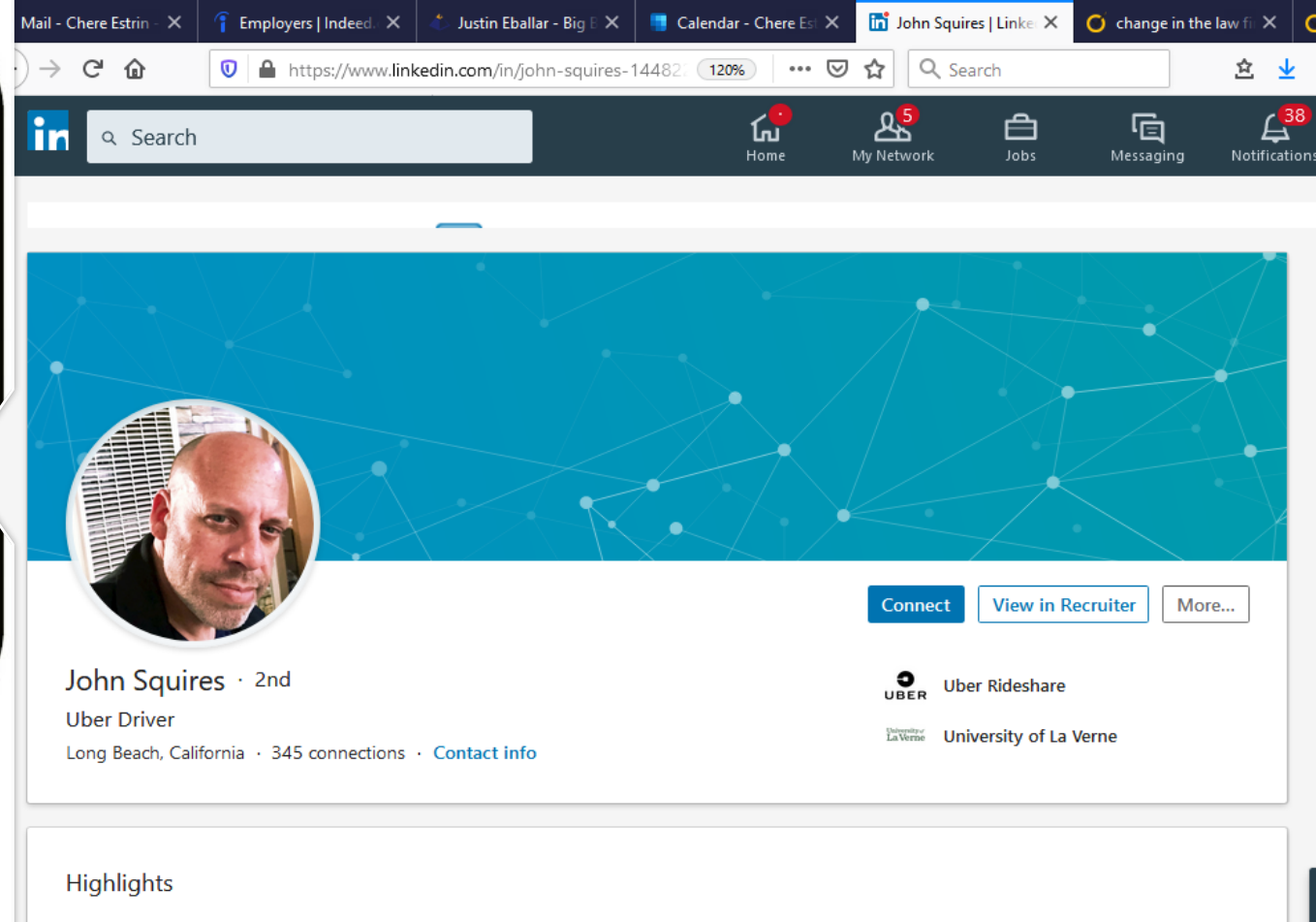
[Message](#) [View in Recruiter](#) [More...](#)

California Technical Academy
California Technical Academy

Highlights

1 Mutual Group

oops!



Watch your LinkedIn tagline
This is how recruiters/employers find and relate to you

Very important to have the right tag line that says precisely what you do in your career and is relevant to your job search.

Pamela [@pamela](#) • 3rd

Senior Accountant at [@pamela](#), GL Accounting and Financial Reporting

Steve [@steve](#) • 3rd

Executive experienced in strategic planning, program evaluation, cost analysis, budget management and board governance.

Peter [@peter](#) • 3rd

Product Manager | Cloud Computing, SaaS, Mobile, New Products, Startups, Partnerships, Go-To-Market

Connie [@connie](#), MBA, CFP® • 2nd

Product Management & Marketing Leader in SaaS and Software within IT, Mobile, Analytics & Technology space

Summary

Experienced Administrator with a demonstrated history of working in law firms. Skilled in Microsoft Excel, Microsoft Word, Office Administration, Bachelor's degree focused in Bachelors of science of health administration with certificate in HR from University of Phoenix.

Must have awe inspiring, emotional provoking, dynamic summary.

This ain't it.

The summary is not a regurgitation of your resume.

This is a “YES”!

As a Legal Administrator at an AmLaw 250 law firm, I created an HR department that covered 300 employees plus partners. I worked with Fortune 1000 clients and assisted in creating a new technology division to make the firm a paperless. I am a seasoned Legal Administrator, leader and strategist. Additionally, I am expert in Law Office Management, Operations true paperless office.

I've worn many hats in my career – administrator, accounting director, marketing manager, and operations director. I have a unique ability to master multi-projects and navigate complex challenges.

I don't care who gets credit, I just want the firm to benefit.

I have big ideas and I know how to execute them.

I run towards fires, not away.

I speak fluent geek, difficult client, marketer and trainer.

I always like to make new acquaintances. Reach out if you would like to chat about technology, new trends, business or baseball.

Summary – Legal Professional – It's a YES!

I love meeting people and hearing every detail of their unique story - whatever it may be. My curiosity and push to learn every detail of a story has served me well during my years as an in-house litigation xxx where I particularly enjoy focusing on the left half of the EDRM (where all of the juicy fun lives). Initial witness interviews and early collection are two of my strengths, mostly because I can be as nosy as I would like and it benefits the team in those crucial early stages. Talking to people and gathering facts and data is crucial to every matter. I excel at finding all of the deep, dark e-crevices where custodians store their data and at prying out of those hiding places in a forensically sound manner.

But interviewing, searching and gathering mean nothing without proper preservation practices and an understanding of information governance. I worked at a Fortune 500 technology firm for many years and I gained a deep understanding of all of the popular buzz words like “metadata”, “data mapping” and “forensic integrity”. I started my career by pouring through thousands of pages of paper and painstakingly coding each document using an elaborate, color coded post-it system.

Experience in the trenches instilled a love of all technology that will assist the team in wrangling data (post-it free!). ECA tools, technology assisted review and Legal Hold databases are just a few of my favorites. I understand how the right tool at the right budget point can make the difference between hoping the team has done an okay job with discovery and feeling confident the team has come up with relevant facts using defensible practices. I am a great liaison between the team and vendors and, yes, I think attending shows such as LegalTech as a good time.

There is nothing as invigorating as being part of a winning team. Recently, a trade secrets case I worked on resulted in an \$800M award to the firm I worked for. It's thrilling and humbling to think back of the early legwork I did - interviews, collections, Hold Notices. Early Case Assessment -is truly the building block to a successful resolution of a matter - no matter if it's winning \$800M or settling early to avoid the risk of a huge award. I guess that's why I am an eDiscovery enthusiast because I love laying a solid base that the rest of my team can build on. Plus...did I mention I'm kind of nosy?



Jones Day

Law Practice · Washington, D.C. · 55,393 followers

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View in Sales Navigator



Mari & 22 other connections w

See all 5,607 employees on LinkedIn

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One Firm Worldwide® With its singular tradition and widely recognized record of client service, Jones Day provides formidable legal talent across multiple disciplines and jurisdictions through the seamless collaboration of a true partnership that shares fundamental professional values.... see more

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Jones Day - Français

Law Practice
3,032 followers

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Messaging



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Law Practice · Washington, D.C. · 53,651 followers

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Job title or keyword Search

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Jones Day
Chicago, Illinois, United States

3 weeks ago

Compliance Administrator (IT)
Jones Day
Cleveland, Ohio, United States

2 weeks ago

Practice Technology Analyst
Jones Day
San Francisco, California, United States

4 days ago

See all jobs

Messaging



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Recruiter



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PREMIUM

Ads

410 | Washington D.C. Metro Area

378 | United Kingdom

99 | New York University School of Law

83 | University of Michigan Law School

Show more



Rebecca Minihane · 2nd

Leading a global team of business development professionals deliverin...



13 shared connections

Connect



Craig Hardesty · 2nd

Regional Human Resources Manager at Jones Day



140 shared connections

Connect



Bill Mulholland · 2nd

Facilities Manager at Jones Day



21 shared connections

Conn



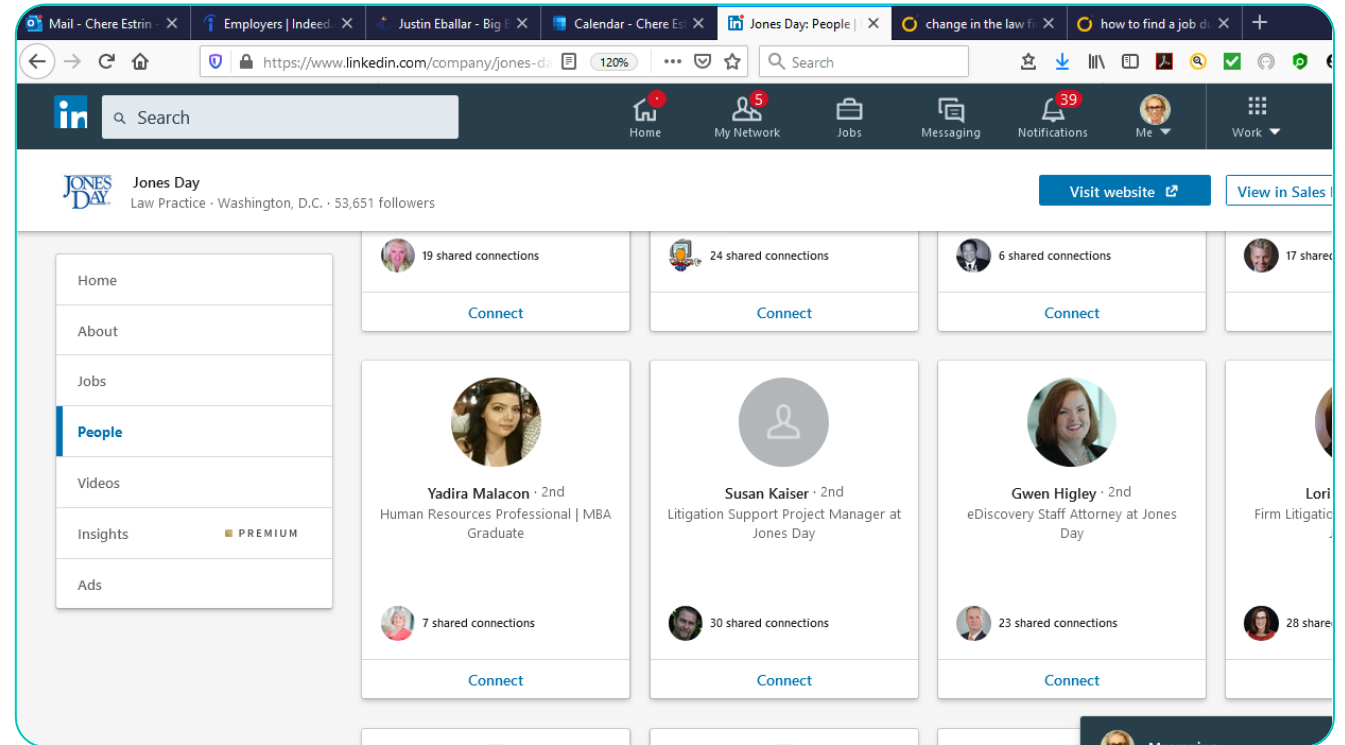
Brian Leatherman · 2nd

Associate Director of Litigation Support at JONES DAY®

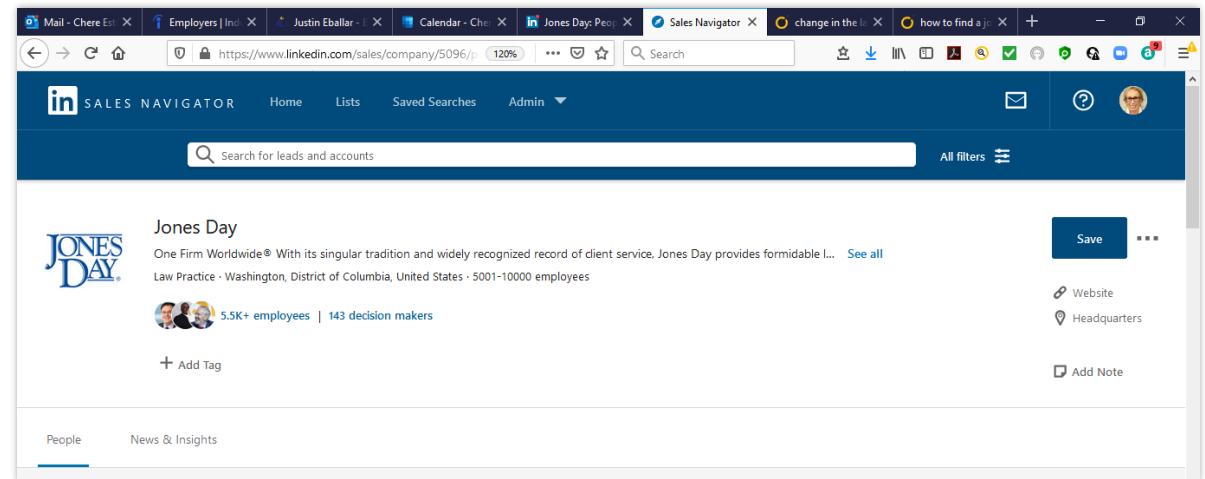


16 shared connections

Use LinkedIn to Find Colleagues, Connections, Heads of Departments



Sales Navigator from LinkedIn (Paid Service)





Search for leads and accounts

All filters



Jones Day >

All employees on LinkedIn (143)

Save search

Keywords

Filters

Clear (1)

Custom Lists +

Past Lead and Account Activity +

Geography +

Relationship +

Industry +

143

Total results

4

Changed jobs in past 90
days

15

Posted on LinkedIn in past
30 days

14

Share experiences with



Select all



Save to list



Tag



Bill Gregory

2nd



Viewed

Director of Technology at Jones Day

7 years in role and company

Cleveland, Ohio, United States



35 shared connections

Save



Add tag



Brian Leatherman

2nd

Associate Director, Litigation at JONES DAY®

3 years in role | 12 years 6 months in company

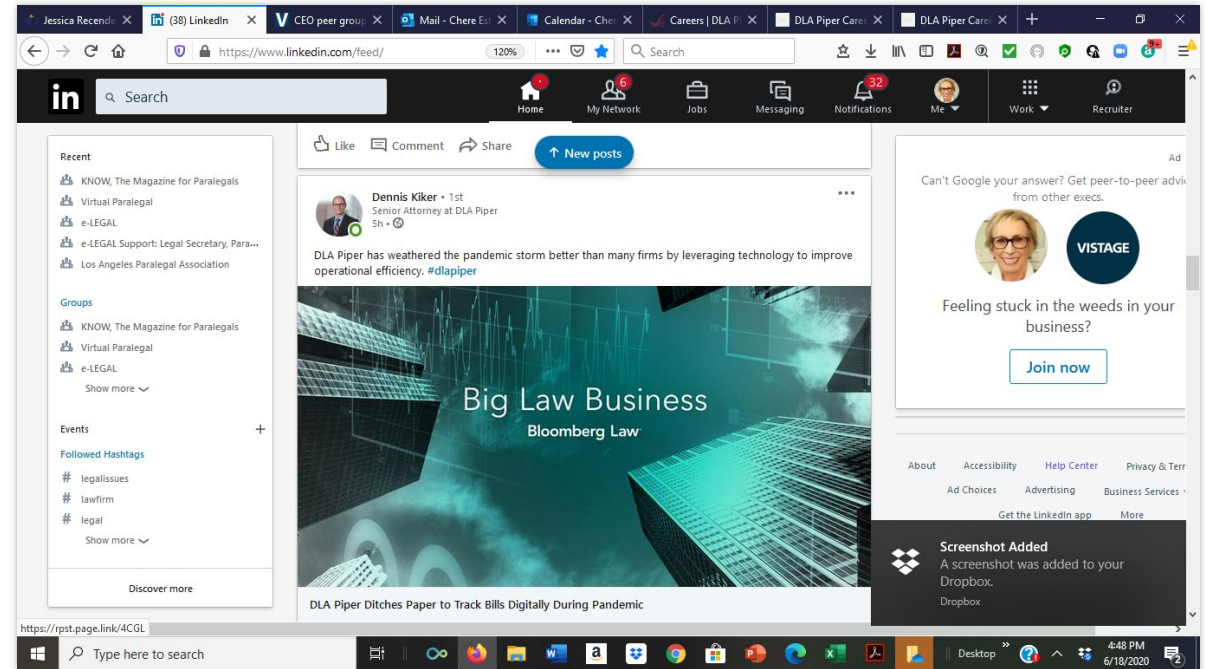


Help

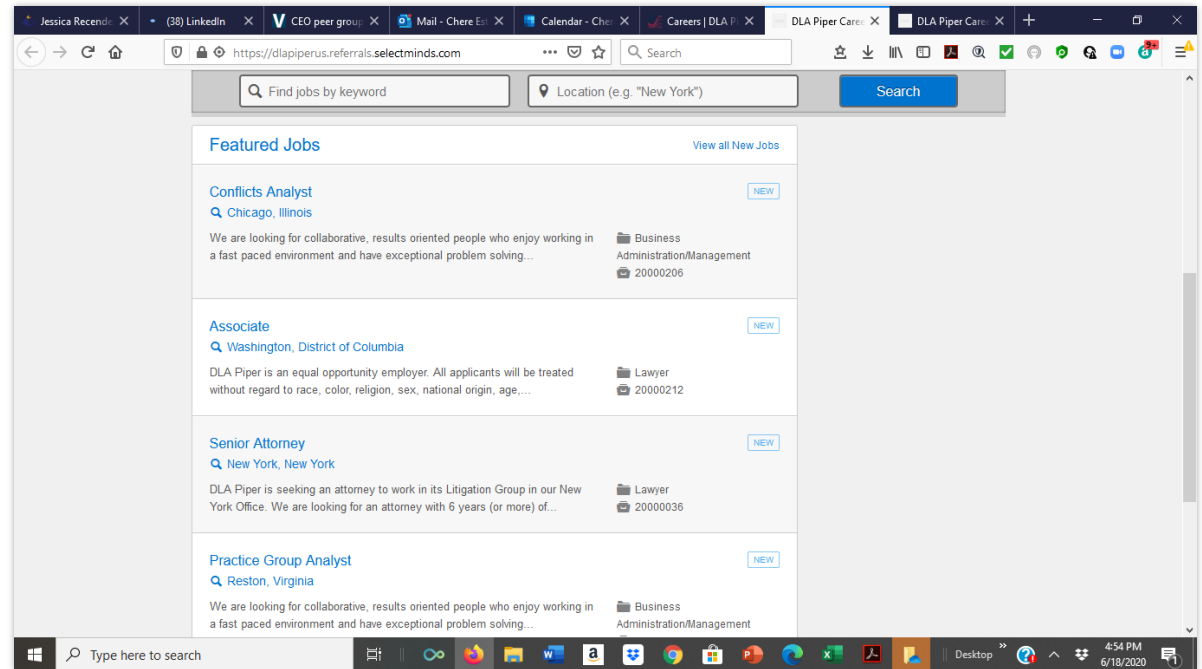


Add tag

Use LinkedIn Posts for Leads



They are hiring!!!



Every legal publication has a job lead.
The secret? It's in the articles.

Bloomberg
Law

THE
AMERICAN LAWYER

LAW.COM

N NALA

THE PARALEGAL
ASSOCIATION

NYC
IPA NEW YORK CITY
PARALEGAL ASSOCIATION
INC.



L LexBlog
Blog

UCLA



Legaltech® news

LAW360

A LexisNexis® Company

THE
NATIONAL LAW JOURNAL

THE **RECORD**
THE

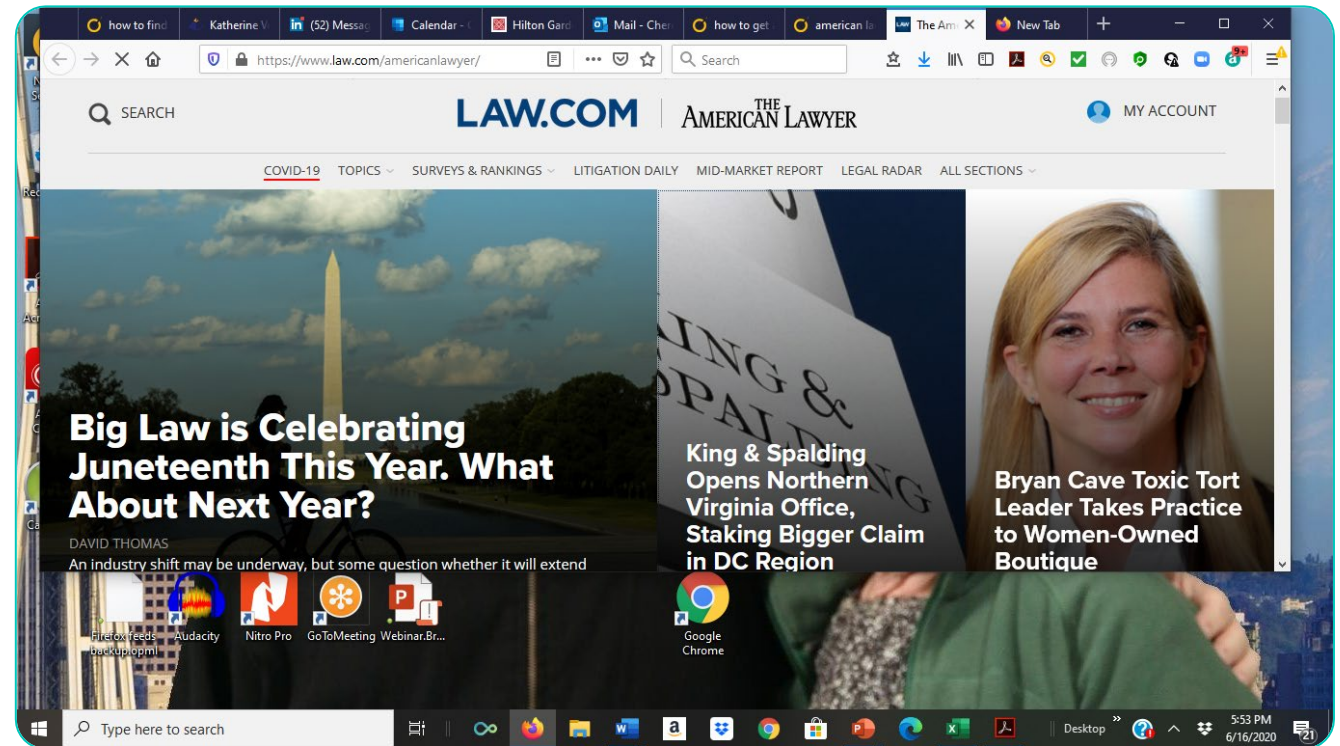
NATIONAL LAW REVIEW

Read legal publications and look for cases, new clients, people on the move, office openings, M&A & more. Send resume or inquiry email.

I noticed that K&S is opening a Northern Virginia office. New offices need employees who can hit the ground running. I have a long history of doing just that.

As a highly experienced Sr. Paralegal [find out what they do] with complex litigation experience on high-profile cases, I can assist your firm with a fast start-up and relevant background.

I would like to be considered as one of the lucky ones to get in on the ground floor of this office. Please reach out if you can use an excellent Sr. Litigation Paralegal now or in the near future.



Golden Nuggets in News Articles

Dear Partner on Case:

I just read where the firm is undergoing a lawsuit regarding a conflict of interest.

These cases often take specialists that are sometimes difficult to find. My 15 years of attorney [paralegal, etc.] experience has included significant lawsuits regarding conflicts of interest. I have worked on high-profile cases, have been on the winning side, sat 1st chair and handled settlements to the satisfaction of the clients.

You might need additional staff, in which case, I would like the opportunity to discuss my qualifications for you and show you what benefits I can bring to the firm in this highly specialized area.

Q SEARCH

LAW.COM | Legaltech news

MY ACCOUNT

COVID-19 TOPICS LEGALTECH EVENT LEGALWEEK EVENT PERSPECTIVES ALL SECTIONS

News

Mistaken Email Leads to Lawsuit Against DLA Piper for 'Double Dealing'

Ferrellgas and parent company Ferrellgas Partners allege the mistaken email showed the law firm represented adverse interests engaged in a hostile bid to take over the company.

By **Dylan Jackson** | June 17, 2020 at 01:22 PM | The original version of this story was published on **The American Lawyer**

f

in

t



Law Firms Mentioned

- DLA Piper
- Squire Patton Boggs

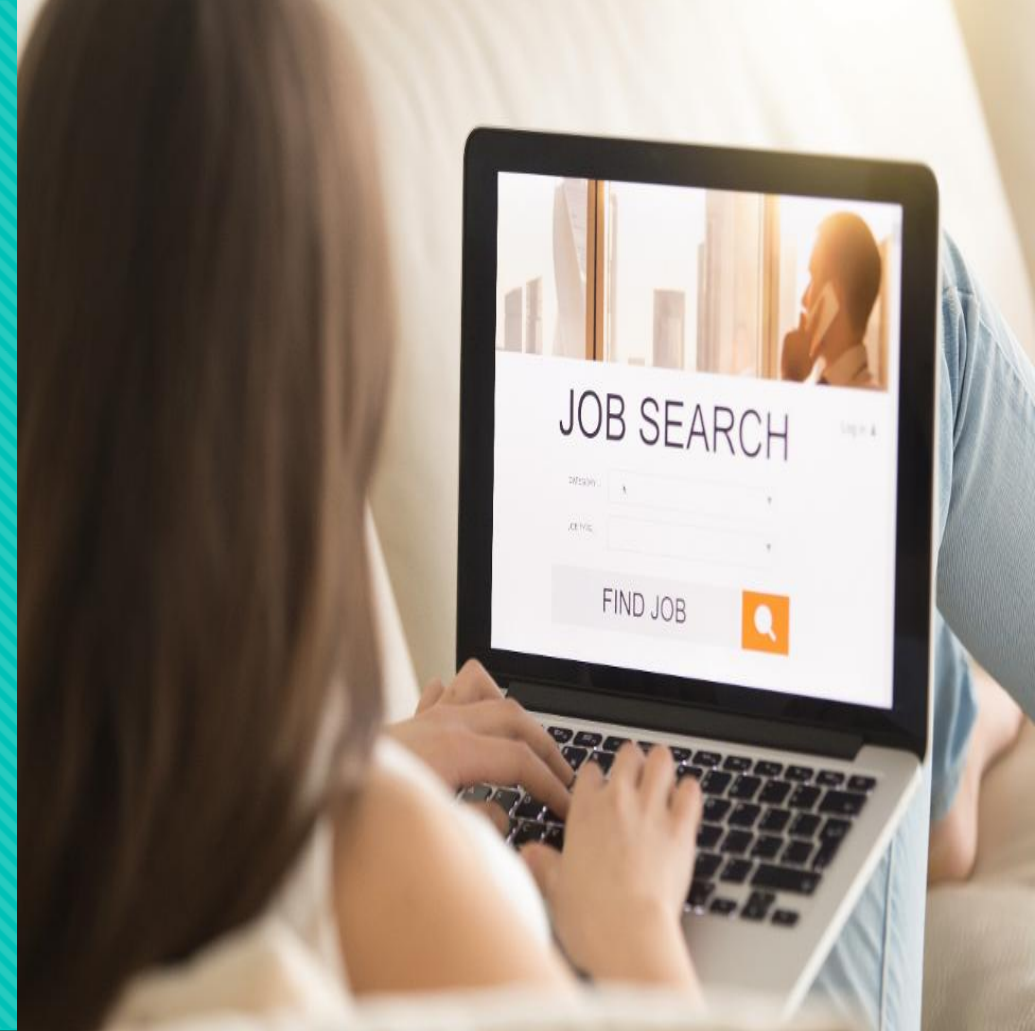


Right there, under your nose....

Who knows better than your colleagues where the jobs are! Best friends on the job confide in each other if they are thinking of leaving. No one runs down to HR saying, "I'm considering looking around for a new job. Whadda think?"

Friends of colleagues thinking of leaving know of openings first because friends share information.

- Indeed
- LinkedIn Jobs
- Linked Postings
- Linked Members at firms
where you want to work
- Association Job Boards
- Bar Associations
Paralegal, ALA
- Inhouse legal departments
- Firm Websites
- Trade Journals
- Current Employees
- Past-employees
- Twitter
- Facebook
- GoBiglaw.com
- Goinhouse.com
- Colleagues
- Alumni – Using the old
boys/girls network
- Court Dockets
- Vendors



Job Resources

More resources

Monster

Craig's List

Zippia

Lawcrossing (paid
subscription)

Government

Military

Vault

Glassdoor

Staffing agencies

The Ladders

Your alma mater

Your law/paralegal school

Overseas military,
government job boards

Articles on who is hiring,
latest merger, office
openings, new practice
specialties
(Follow the money)

Keep Job Board resumes fresh

More likely to get picked first



216 resumes

Sort by: **relevance** - most recent

Recently Updated: Jun 12 2020

☐ **Clyde Simmons** - Los Angeles, CA - **Recently Updated**
Personal Injury Paralegal - Javaheri & Yahoudai Law Offices
Litigation Paralegal - Law Office of Hamburg Karic Edwards & Martin
Consumer Bankruptcy Specialist - Westlake Financial
Ashworth University, AA
[save resume](#) - Updated: Jun 12 2020
[Contacted: May 6 2020 by you](#)

☐ **Maria Figueroa** - Los Angeles, CA - **Free to contact**
Litigation Paralegal (Permanent) - Robert Half Legal
Litigation Paralegal - Cetera Financial Group
Litigation Paralegal - BOWMAN & BROOK LLP
University of Phoenix, Bachelor of Science
[save resume](#) - Updated: May 14 2020

Veronica Ledezma - Canoga Park, CA - **Recently Updated**
Senior Litigation Paralegal - Personal Law Litigation - LAW OFFICE OF TAL RUBIN
Legal Secretary/file Clerk - JML LAW
NATIONAL PARALEGAL COLLEGE, CERTIFICATION
[save resume](#) - Updated: Jun 1 2020

Nikeisha Jarita Wilson - Los Angeles, CA - **Recently Updated** - **Free to contact**
Managing Paralegal/Senior Patent Litigation Paralegal - Russ August & Kabat
Litigation Paralegal - Russ August & Kabat
Floater Legal Secretary/Paralegal - Russ August & Kabat
University of California Los Angeles, Extension, Certificate
[save resume](#) - Updated: Jun 11 2020

Robert Trujillo - Valley Village, CA
Litigation Paralegal - Law Offices of Kottler & Kottler
Pre-Litigation/Litigation Paralegal - Law Offices of Jeffrey B. Goldstein
Cathedral College Preparatory High School, High school or equivalent
[save resume](#) - Updated: Apr 16 2020

Sandy o - Los Angeles, CA - **Free to contact**
Litigation Paralegal - RHL
Various Positions
Litigation Paralegal

[23b67s=I=Los%20Angeles&q=litigation%20paralegal%20&searchFields=it&from=card](#)

Clyde Simmons **Litigation Paralegal**

Los Angeles, CA

clydesimmons1@gmail.com - (213)9106354
Experienced and Accomplished **Paralegal** with over eight years of ex...

Work Experience

Personal Injury Paralegal

Javaheri & Yahoudai Law Offices - Century City, CA
January 2018 to Present

Propounding Discovery Prepared Pleadings and Correspondence on
Records Prepared routine court documents...

Litigation Paralegal

Law Office of Hamburg Karic Edwards & Martin - Beverly Hills
2015 to 2018

Case Management • Handling daily calendar for attorney's • Miscellaneous
Drafting documents such as...

Consumer Bankruptcy Specialist

Westlake Financial - Los Angeles, CA
2013 to 2015

Prepared Bankruptcy Proof of Claims • Motion for Relief from the Automatic
Handling over 50 Calls a day with...

Bankruptcy Paralegal

Prober & Raphael - Woodland Hills, CA
2011 to 2013

Reviewed Proof of Claims • Reviewed Property Deeds • Reviewed

Bankruptcy Paralegal

How to kill your chances for your resume to be selected.....



Apply for two or more different positions at the same firm or staffing agency at the same time.

Get Job Alerts

Job Alerts are invaluable.
Follow firms, companies,
job titles.

Your Law Firm Job Alert

Life Sciences Corporate Associate

Goodwin Procter LLP - San Francisco, CA

Goodwin offers a new and exciting opportunity for an associate to join our growing Life Sciences team in California! You will join a...

[View Details](#)

Immigration Paralegal

Mitchell Silberberg & Knupp - Los Angeles

Mitchell Silberberg & Knupp, a mid-sized law firm in Los Angeles, seeks an experienced Immigration and Entertainment Visa...

[View Details](#)

Strategy if you don't get a job right away

Consider:

- Taking a transition job i.e., one that will hold you over for about a year until you find just the right position or we finally leave Coronaville.
- Take a virtual assistant job as a secretary, virtual assistant, contract attorney, etc. It will hold you over, generate some income until you find a job
- Work temp – be careful not to get too deep into it.

JOBS ARE NOT MARRIAGES,
AT SOME POINT YOU LEAVE.



MEDI-SUMS
MEDICAL RECORDS SUMMARIZING

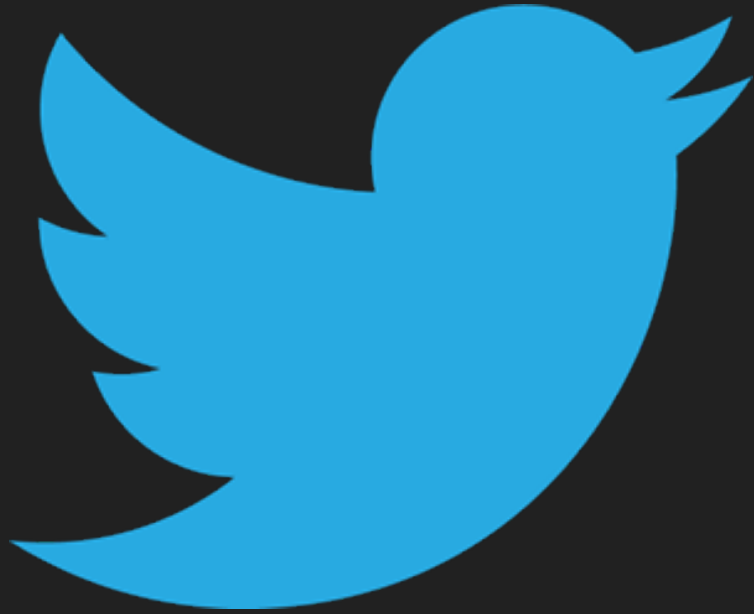


aarrghh

How to get the **DO NOT USE** designation from staffing agencies – your most important ally and resource

Don't try this:

- **Confirm** a phone interview and stand up or ghost the recruiter – ever. It's unprofessional, disrespectful and treats them shabbily.
- You **NEED** staffing agencies. They know the ins and outs and hiring policies of the firms. Have jobs not on job boards.
- You don't get back in a timely manner or with a sense of urgency. Or v/m is full.
- You lie on your resume – even just a little.
- You confirm an interview with the Firm and are a no show.
- You are not dressed properly.
- You tell a different story than what the recruiter told the firm.
- During the interview w/the firm, you decide to ask for more money than originally presented.



Advertise yourself

○Twitter

○[Who] Experienced Sr. Litigation Paralegal with passion for success seeking new position in Dallas. [Best selling point] On winning teams of 10 jury trials.
Contact: JoeBlow@kmail.com

LinkedIn Post



Are you seeking an experienced Practice Support Manager in Los Angeles? I can bring you a stable work history from mid-size firms without hesitation. *"Keeps going until the job is done"* (former Supervisor); *"Extremely detailed and accurate;"* (Managing Partner); *"Shows profound leadership;"* (Director of Administration).

Find out how I can help build your department, generate revenue and bring a smile to your cheeks. For the full story, Contact: Sally@kmail.com

Who you are

What you can do

Why they should hire you

How you will benefit the firm

Add picture

Video Conferencing

- Professionally dressed
- Quiet room, good technology
- Background is professional, not messy
- Lighting and sound are correct
- Resume is in front of you
- Sitting at desk, shoulders or waist on up
- Look **directly** into the camera, not at the picture of yourself. Don't get too close to screen
- If you can't look at camera directly and have to look down, put books under laptop or iPhone
- Practice the technology ahead of the interview
- Be ready 15 minutes ahead of schedule





Interviews – What the New Normal Firms Want to See & Hear

- Ability to work remotely (Show picture of home office)
- Willingness to take less salary if working from home
- Stability – May question why you were the one to get laid off
- Reasonable salary targets – May be under market or what you used to get
- Personality – motivation-drive – They do not want to hear you are looking for work/lifestyle balance
- Confidence, updated skills, technologically savvy
- Staggered work hours are ok
- Passion and drive
- You researched the firm and interviewers thoroughly

Questions to Ask at End of Interview

Before asking questions: Is there anything I said during the interview you would like me to expand on before I ask a few questions? (You will immediately find out any objections to hiring you.)

ASK:

- What are the firm's plans if the virus should spike and the office closes again?
- How does the firm evaluate the work product when the employee works remotely?
- Why did you join the Firm?
- What is your favorite part about working here?
- How would you describe the culture in the office?
- What challenges is the Firm currently facing?
- How would you describe a successful person in this same position?
- What are the future goals of the firm?

More good questions to ask

- What are the near/mid/long term goals of the Firm?
- What kind of team would I be working on? Is it collaborative or more individually-focused?
- What challenges does someone in this role face?
- What traits have people that have been successful in the position demonstrated?
- What would you expect someone in my position to accomplish in the first few months on the job?
- How do you typically measure success in this role?
- What are the opportunities for professional development at the firm?
- Where do people who have held this position typically end up next?
- What are the next steps in this process?

The Typical Boring Thank You E-Mail

Is this the best we can do?

Thank you for meeting with me today
regarding the blankblank position.

I feel that my skills and abilities fit nicely into
the firm and would very much like an
opportunity to work at Acme & Acme.

I look forward to hearing from you soon.

Best regards, Danny



Follow-up with a thank you email within 24 hours of the interview. Sell yourself again.

Thank you for taking the time today to tell me about the exciting management position.

I was particularly intrigued with the Firm's continued growth pattern and expansion into new specialties such as cannabis, AI, pandemic work situations and the emphasis on new technology.

My employment with Acme and Acme allowed me to develop new systems and procedures with every new practice area the Firm brought in. As a result, we were able to increase the paralegal billable hours by 30% and implement new practice specialties smoothly and effectively right out of the gate.

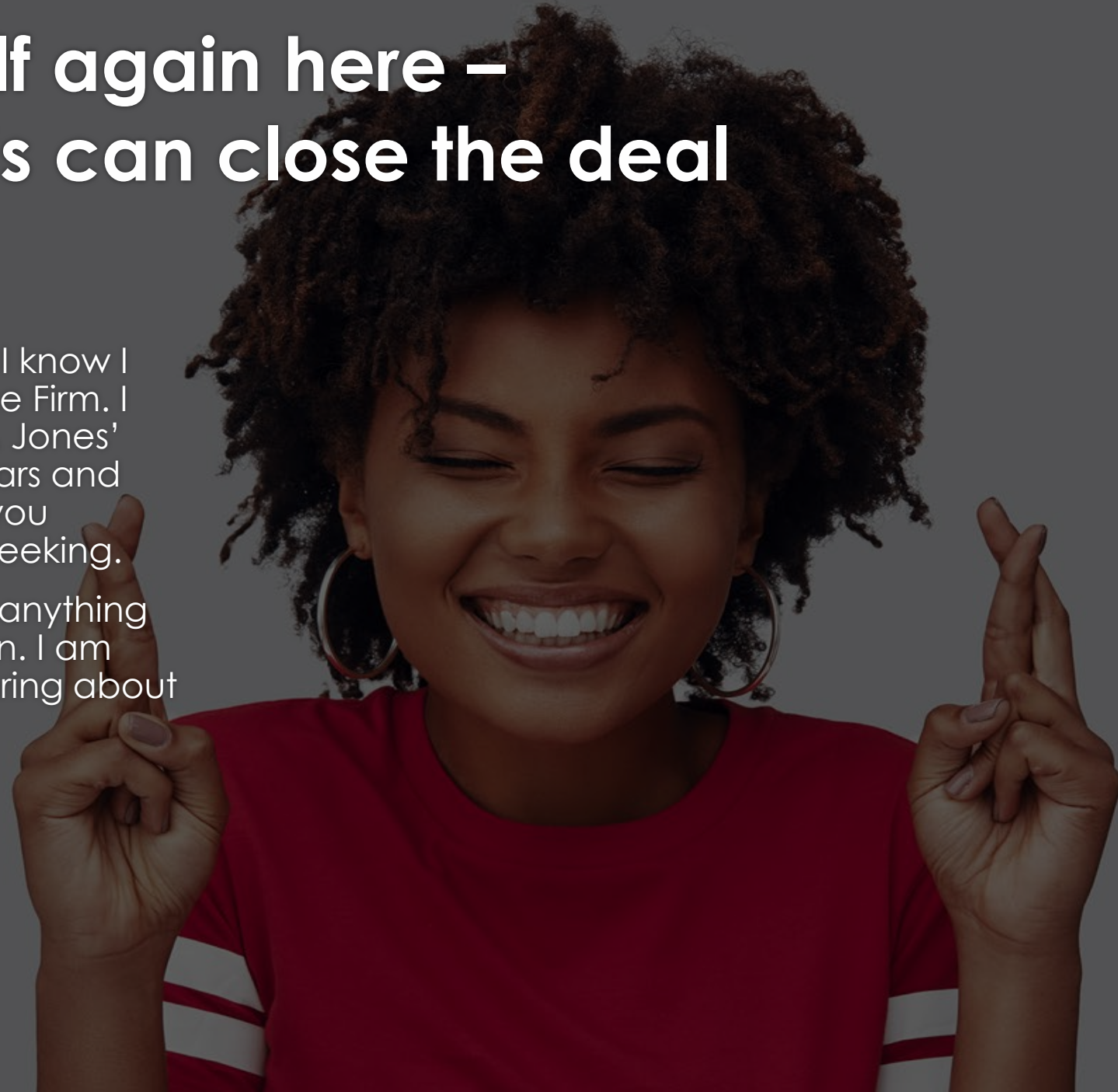


Sell yourself again here – Thank you's can close the deal

This is a position where I know I can be of benefit to the Firm. I have followed Jones & Jones' successes for many years and know that I can bring you exactly what you are seeking.

Let me know if there is anything else I can expand upon. I am looking forward to hearing about the next steps.

Walter Mitty
310.555.1313



The Thank You Email Should Show....

- You were listening to precisely what was said.
- You can fix their problem or pain.
- Exactly how your skills fit in with something that was said. (Not “my skills fit nicely with this position”.) Demonstrate how skills fit.
- You are excited about the position and want to move forward.
- You can write. (You are judged on writing skills, originality and not being ho hum.)
- Sell the emotion

Rules of Thumb for Follow-Up

YES

- Write the thank you email within 24 hours of interview.
- If using a staffing agency, let the recruiter follow-up for you.

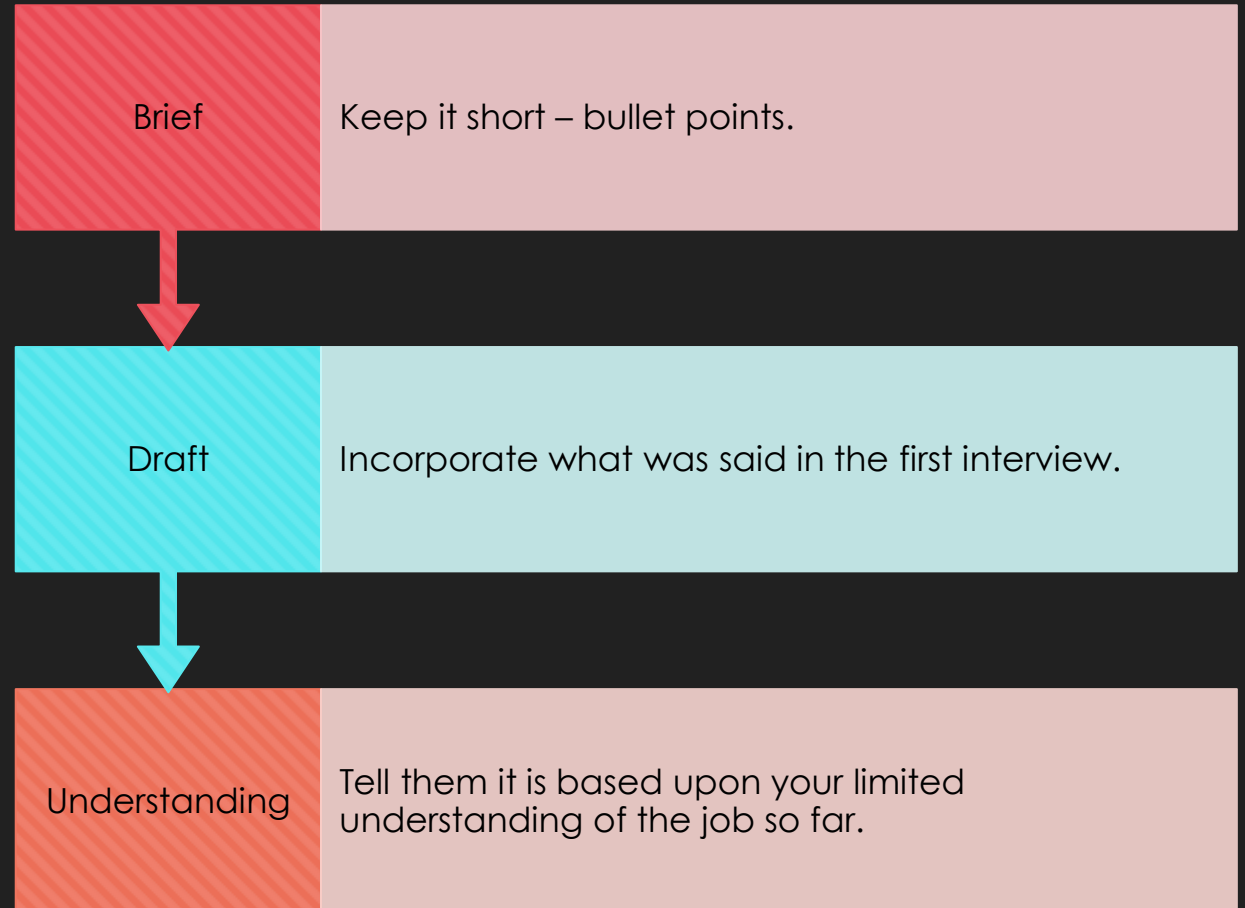
NO

- Follow-up too much – no more than every 2 weeks at most!
- Call the firm yourself if you are using a staffing agency.

The Second Interview

Walk in with a 10-30-60 day plan as to how you would accomplish the position.

The 10-30-60 Day Plan



Check out my
blog for more
career advice
for all positions.
The Estrin Report

https://estrinlegaled.typepad.com/my_weblog

The Estrin Report

Created for legal professionals-- not of a certain position, level, specialty or firm -- but of a particular attitude.

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How to Convince Your Firm Working Remotely is the Way to Go



It's finally happened and it took a pandemic to bring it about: Law firms are finally recognizing that allowing employees to work remotely does work.

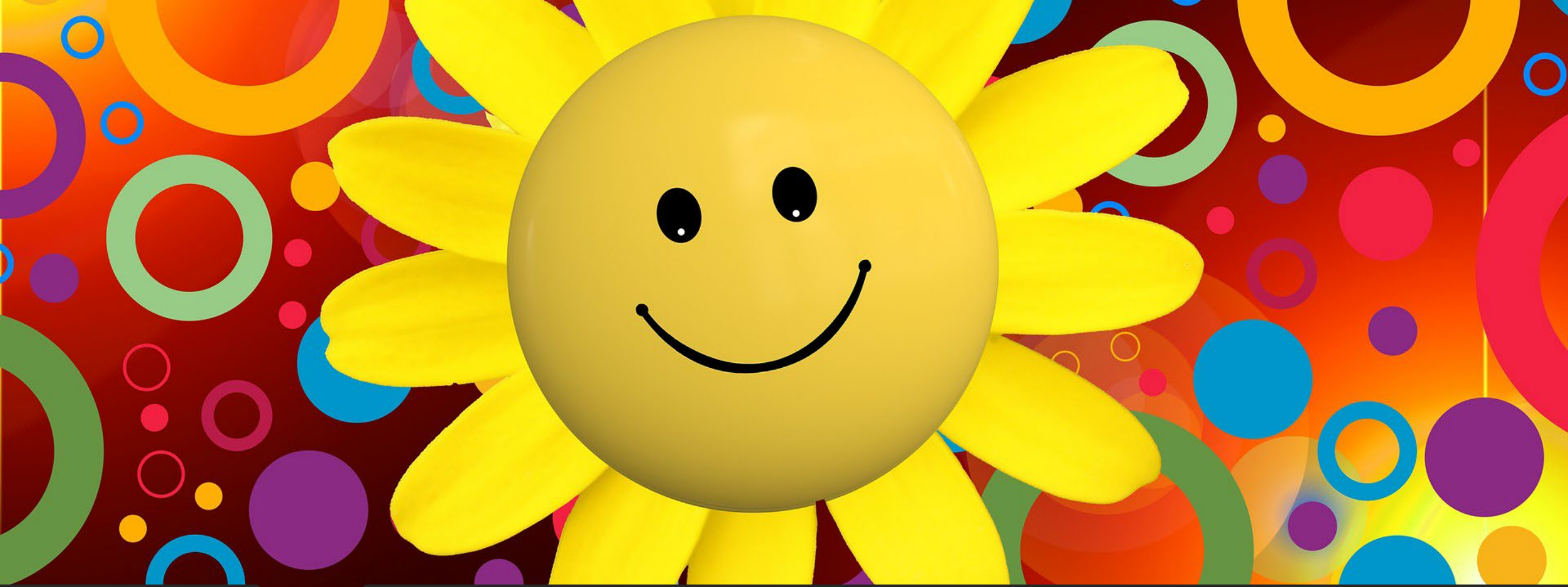
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Best of luck in your new adventures!



MEDI-SUMS

MEDICAL RECORDS SUMMARIZING

Chere B. Estrin, CEO
Estrin Legal Staffing
MediSums, Medical Records Summarizing

chere@estrinlegalstaffing.com
www.EstrinLegalStaffing.com
www.MediSums.com
310.846.9040

Stay safe. Wear your mask.

#BlackLivesMatter!

