

PAUL YOUNG

paul.young@ylsllc.com

LEGAL ASSISTANT / EXECUTIVE LEGAL SECRETARY / LEGAL TRANSCRIPTIONIST

Highly experienced, detail oriented and efficient, having supported practice group leaders of Am Law 100 law firms during the past 23 years with high-level document production, including legal research, case management support and general legal secretarial duties, also including extensive legal transcription. Major areas of law include Corporate and Securities, Mergers & Acquisitions, Litigation, and Trusts & Estates. General experience in most other areas of law. Experienced with ECF filings, legal research, drafting of pleadings, office automation, etc.

TECHNICAL: Microsoft Office Suite (Word, Excel, PowerPoint) | Lexis-Nexis | 100 wpm Typing Speed | Elite | Document Management | Timekeeping/Billing Software | DeltaView Blacklining

EMPLOYMENT HISTORY

INDEPENDENT CONTRACTOR, DURHAM, NC

11/2014 TO PRESENT

- Support senior name partner of a small Raleigh law firm in her Trusts & Estates practice, including extensive document revisions, blacklining of documents, extensive dictation transcription, compiling information from multiple sources to create legal documents for clients, etc., legal and Internet research, etc.
- Provide firm-wide paralegal, legal secretarial and word processing support, including drafting and editing of pleadings (including complaints, answers, motions, etc.), extensive tape transcription for a variety of practice groups, upkeep of certain legal library publications.
- Automate certain office documents (company letterhead, trusts and estates documents).
- Spearhead the firm's metadata protection efforts; counsel firm's executives on the importance of metadata protection.

TROUTMAN SANDERS LLP, VIRGINIA BEACH, VA

07/2006 TO 11/2013

- Manage caseload and provide executive assistant support to the practice group leaders of the Mergers & Acquisitions and Litigation practice groups, including, but not limited to, timekeeping and billing, managing calendars and meetings, etc.
- Draft and edit certain pleadings, prepare correspondence, communicate with high-level clients, etc.
- Provide firm-wide word processing support, including extensive legal transcription, using the Microsoft Office 7 Suite, Adobe Professional, Nuance pdf converter software, etc.
- Create, format and revise financial documents, including prospectuses, proxy statements, annual reports and other securities law documents, also incorporating extensive blacklining using Track Changes (MS Word) and DeltaView.

WEIL, GOTSHAL & MANGES LLP, WASHINGTON, DC

07/2005 TO 06/2006

- Provide legal secretarial support, including extensive legal transcription, to multiple practice groups, including, but not limited to, Litigation, Corporate and Securities, Antitrust, and Environmental.
- High-level client contact, managing calendars, processing bills, coordinating firm-wide meetings, scheduling meetings and conferences, making travel arrangements, maintaining filing system, time entry, word processing support, etc.
- During interview process, had highest test scores ever for this very large Am Law 100 firm. Possess top-notch computer skills.

REED SMITH LLP, WASHINGTON, DC

10/2003 TO 04/2005

- Manage caseload and provide executive assistant support to the practice group leader of the Health Care Department and senior partner of the Investment Management Group.
- High-level client contact, managing calendars, processing bills, coordinating and scheduling firm-wide meetings and conferences, making travel arrangements, time entry, word processing support, etc.
- The go-to person for Microsoft Office expertise for staff on our floor.

YOUNG LEGAL SUPPORT SERVICES, INC., WHEATON, MD

03/1996 TO 10/2003

- Prepare typeset-quality, camera-ready prospectuses, proxy statements and other securities law documents, including extensive redlining and creation of styles.
- Provide legal secretarial, word processing and systems support for many law firms in the Washington, DC metropolitan area, including, but not limited to, Corporate and Securities, Mergers and Acquisitions, Litigation.
- Heavy legal transcription, including pleadings, interviews, focus groups, etc.
- File documents with the courts and regulatory agencies.
- Provide support for a large and prestigious DC law firm in its conversion from WordPerfect to Microsoft Word, including help desk and document conversion support.
- Provide computer and applications training for attorneys and staff.

LUSE LEHMAN GORMAN POMERENK & SCHICK, PC, WASHINGTON. DC

03/1993 TO 03/1996

- Create, format and revise prospectuses, proxy statements, annual reports and other securities law documents, including heavy blacklining.
- File documents with regulatory agencies (OTS, FDIC, SEC, NASD, IRS, OCC, etc.).
- Completely set-up and maintain firm timekeeping and billing system.
- Train new attorneys to use computer system; train staff on various Windows applications.
- Troubleshoot software problems.
- Saved the firm and its clients thousands of dollars in printing costs by preparing camera-ready, typeset-quality final documents.

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EDUCATION: Far Rockaway High School, Far Rockaway, NY
Secretarial Certificate, Opportunities Industrialist Center, New York, NY

REFERENCES: Available upon request.