

Alejandra Maria Albuerne
Florida Registered Paralegal (FRP) #263910
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EDUCATION & CERTIFICATIONS

Miami Beach Senior High, 1997

Leeward Community College, Associates Degree, 2005

Notary Public for the State of Florida, 2012-2017

EMPLOYMENT HISTORY

Paralegal Family Law <i>RCC Family Law</i>	07/12/17-Present
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Duties include updating discovery and pleading binders, all filings for the State of Florida, drafting notices, reviewing discovery responses, drafting motions, light research and pulling case law. Administrative functions such as calendaring, mail duties, ordering of supplies, incoming phone calls, timekeeping.

Subpoena Paralegal Copyright Infringement <i>Pillar Law Group, APLC and then Malibu Media, LLC</i>	07/05/16-Present
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Working remotely from Miami, FL. Duties include all administrative functions such as calendaring, profiling, and timekeeping, preparation of and handling of federal court filings. Preparation of subpoenas for nationwide copyright infringement campaign, maintenance of proper response records, resolution of issues that arise, as required. Support staff for motion preparation, preparation of notices, status reports, amended complaints and summons, dismissals, etc.

Subpoena Paralegal/Commercial Litigation Paralegal Trial Preparation <i>Lipscomb, Eisenberg & Baker, PL</i>	03/29/09-07/01/16
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Duties included all administrative functions such as calendaring, billing, invoicing, and timekeeping, handling all aspects of federal and state court filings, scheduling hearings and depositions, preparation of motions, preparation for hearings, mediations, depositions and trial. Handled meetings with clients, discovery preparation and legal research.

LANGUAGES

Fluent in English and Spanish.

SOFTWARE PROFICIENCIES

Outlook, Windows, MS Word, Prolaw, WordPerfect, Smokeball, Abacus, Zola Suite, Excel, e-File made easy.

ELECTRONIC COURT SYSTEMS AND RESEARCH CAPABILITIES

Westlaw, FastCase, Florida E-Portal, CM/ECF, PACER, PacerPro, e-filing in over twenty United States Court Districts.

ADDITIONAL REFERENCES

Emilie Kennedy, Esq. – Cellphone: (215) 801-0066

Rachel Walker, Esq. – Cellphone: (954) 547-8429

Maribel Elias, Esq. – Cellphone (786) 208-9705

Art Kalantar, Esq. – Office (310) 999-0000

Deborah Baker-Egozi, Esq. - Cell: 305-439-1400