

# JUDY M. OLIVE

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## EXPERIENCE AND QUALIFICATIONS

**Paralegal with over twenty years of experience in civil and criminal cases, mediations and arbitrations, and other legal proceedings and matters and in managing legal offices**

### Paralegal Experience:

- Assist attorneys in all aspects of civil and criminal cases/trials, mediations, arbitrations, hearings, depositions, appeals, and other legal proceedings
- Prepare, edit, review and process substantive legal documents, legal correspondence, notices, confirmations, consents for above referenced types of civil and criminal proceedings and matters
- Civil law experience includes personal injury, construction defect, commercial law, domestic dispute, municipal issues, and water and other property law and rights; criminal law experience includes fraud, RICO, homicides and related investigations
- Perform intake responsibilities on all new cases and arbitration and mediation matters
- Monitor status, time requirements, and document deliverables for all cases and arbitration and mediation matters
- Create and maintain firm case and arbitration and mediation matter files and logs (hard copy and electronic copy)
- Review, organize, and manage incoming documents for all firm cases and arbitration and mediation matters
- Prepare deposition and negotiation summaries
- Conduct statutory, regulatory and case law legal research
- Coordinate with prosecutors, outside counsel, court clerks, arbiters, mediators, and expert witnesses
- Schedule and facilitate internal and external meetings, telephone conferences, mediations and arbitrations
- Facilitate firm legal seminar announcements, confirmations, materials, and seminar site prep
- Assist attorneys in preparing firm legal articles and legal announcements
- Perform notarization duties

### Legal Office Management Experience:

- Create, process and manage firm/office accounts receivable, accounts payable, deposits, cancellations, and refunds, and prepare client invoices
- Assist in creation and maintenance of firm website
- Develop and maintain physical and electronic firm/office books and records filing system
- Build, maintain and manage electronic database for firm newsletter and related distribution to 8,500 recipients

### Additional Qualifications:

- Outstanding performance under pressure
- Multi-tasker, reliable, ethical, proactive, sense of humor
- Excellent communication and public relation skills
- Proficient in MS Word, Word Perfect, Quick Books, Outlook, Excel, Website, Scan

## EMPLOYMENT HISTORY

Paralegal/Office Manager	Legal Resolution Center, Arvada, Colorado	2003-Present
Paralegal/Legal Assistant	Richilano Burke Neuwirth PC, Denver, Colorado	1992-2003

## EDUCATION

University of Maryland, BA  
Community College of Denver, Paralegal Certification

**References Available Upon Request**