

## **SHELLI A. BROWN**

89 Valley Circle  
Lincoln, Alabama 35096  
(205) 410-4918  
shellibrown27@gmail.com

### **OBJECTIVE:**

To obtain employment in a position that will allow me to utilize my administrative and clerical background, as well as my excellent interpersonal and communication skills so that I can be an asset to any employer.

### **PROFESSIONAL EXPERIENCE:**

#### **MILLER ESTATE AND ELDER LAW**

Paralegal/ Legal Assistant – 01/2022 – present

- Perform office procedures in the everyday running of a legal office.
- Prepare elder law legal documents, i.e., Wills, Advance Directives, Power of Attorneys, Deeds and Trusts
- Answer multi-line telephone.

#### **DAGNEY JOHNSON, ATTORNEY – Birmingham, Alabama**

Paralegal/Legal Assistant 09/2020-04/2021

- Assist in preparation of trials.
- Digest and index information prior to trial.
- Gather information in preparation for lawsuits.
- Maintain court dockets and files, both manually and electronically.
- Prepare and interpret pleadings, subpoenas and other legal documents in Family Law, Criminal and Personal Injury.
- Schedule appointments, court appearances and depositions.
- Typing memos and correspondence.
- Maintained time records for billing purposes.

#### **SELF-EMPLOYED/HOMEMAKER**

Freelancer/Contract Labor – Multiple Attorneys 03/2020 - 09/2020 and 05/2021 – 12/2021

I assist multiple attorneys on a contract basis, including but not limited to the following:

- Assist in preparation of trials.
- Digest and index information prior to trial.
- Gather information in preparation for lawsuits.
- Maintain court dockets and files, both manually and electronically.
- Prepare and interpret pleadings, subpoenas, and other legal documents in Family Law, Civil, Criminal and Bankruptcy
- Schedule appointments, court appearances and depositions.
- Typing memos and correspondence.
- Maintained time records for billing purposes.

**KIM DAVIDSON, ATTORNEY – Vestavia Hills, Alabama**

Paralegal/Legal Assistant 09/2017-03/2020

- Perform office procedures in the everyday running of a legal office.
- Assist in preparation of trials.
- Digest and index information prior to trial.
- Gather information in preparation for lawsuits.
- Maintain court dockets and files, both manually and electronically.
  
- Prepare and interpret pleadings, subpoenas, and other legal documents in Family Law, Civil, Criminal and Bankruptcy
- Schedule appointments, court appearances and depositions.
- Typing memos and correspondence.
- Maintained time records for billing purposes.
- Accounts Payable/Accounts Receivable.
- Answer multi-line telephone.

**STONE, PATTON, KIERCE AND FREEMAN – Bessemer, Alabama**

**Robert Dooley, Attorney**

Paralegal/Legal Assistant 02/2016-09/2017

- Perform office procedures in the everyday running of a legal office.
- Assist in preparation of trials.
- Digest and index information prior to trial.
- Gather information in preparation for lawsuits.
- Maintain court dockets and files, both manually and electronically.
- Prepare and interpret pleadings, subpoenas, and other legal documents in Family Law, Civil, Criminal, Personal Injury and Real Estate
- Schedule appointments, court appearances and depositions.
- Typing memos and correspondence.
- Maintained time records for billing purposes.
- Accounts Payable/Accounts Receivable.
- Answer multi-line telephone.

**MARCUS A. JONES, III, ATTORNEY – Birmingham, Alabama**

Paralegal/Legal Assistant 08/2014-02/2016 – Part-time

- Perform office procedures in the everyday running of a legal office.
- Assist in preparation of trials.
- Digest and index information prior to trial.
- Gather information in preparation for lawsuits.
- Maintain court dockets and files, both manually and electronically.
- Prepare and interpret pleadings, subpoenas, and other legal documents in Family Law, Civil, Criminal and Bankruptcy
- Schedule appointments, court appearances and depositions.
- Typing memos and correspondence.
- Maintained time records for billing purposes.
- Accounts Payable/Accounts Receivable.
- Answer multi-line telephone.

**KIM DAVIDSON, ATTORNEY – Vestavia Hills, Alabama**

Paralegal/Legal Assistant 10/2013-02/2016 – Part-time

- Perform office procedures in the everyday running of a legal office.
- Assist in preparation of trials.
- Digest and index information prior to trial.
- Gather information in preparation for lawsuits.
- Maintain court dockets and files, both manually and electronically.
- Prepare and interpret pleadings, subpoenas, and other legal documents in Family Law, Civil, Criminal and Bankruptcy
- Schedule appointments, court appearances and depositions.
- Typing memos and correspondence.
- Maintained time records for billing purposes.
- Accounts Payable/Accounts Receivable.
- Answer multi-line telephone.

**PAUL A. PHILLIPS, ATTORNEY – Vestavia Hills, Alabama**

Paralegal/Legal Assistant 2/2002-10/2013

- Perform office procedures in the everyday running of a legal office.
- Assist in preparation of trials.
- Digest and index information prior to trial.
- Gather information in preparation for lawsuits.
- Maintain court dockets and files, both manually and electronically.
- Prepare and interpret pleadings, subpoenas, and other legal documents in Family Law, Civil, Criminal, Personal Injury and Bankruptcy
- Schedule appointments, court appearances and depositions.
- Typing memos and correspondence.
- Maintained time records for billing purposes.
- Accounts Payable/Accounts Receivable.
- Answer multi-line telephone.

**ANDREW LAPLANTE, ATTORNEY – Bessemer, Alabama**

6/1995-1/2002 Legal Assistant

- Perform office procedures in the everyday running of a legal office.
- Assist in preparation of trials.
- Digest and index information prior to trial.
- Gather information in preparation for lawsuits.
- Maintain court dockets and files, both manually and electronically.
- Prepare and interpret pleadings, subpoenas, and other legal documents in Family Law, Civil, Criminal, Personal Injury and Bankruptcy
- Schedule appointments, court appearances and depositions.
- Typing memos and correspondence.
- Maintained time records for billing purposes.
- Accounts Payable/Accounts Receivable.
- Answer multi-line telephone.

## EDUCATION:

Hueytown High School 1991-1995 Hueytown, Alabama  
Business/Academic Diploma

## QUALIFICATIONS AND SKILLS:

- Over 25 years of legal experience.
- Ability to work independently in all aspects of litigation, including Probate, Family Law, Civil, Criminal and Bankruptcy.
- Ability to discover and prepare trial for Plaintiff and Defendant representations.
- Outstanding communication (written and spoken), drafting and computer skills.
- High sense of diligence and ability to effectively multi-task several complex assignments and deadlines. • Proficiency in computer applications, i.e., Microsoft Windows, Microsoft Word, Microsoft Excel, Collier Topform, Best Case, Word Perfect, Alafile.com and Alacourt.com.
- Remarkable skill at organizing work and resolving problems that arise in day-to-day activities.
- In-depth ability to work with difficult clientele in a respectful and courteous manner.
- Deep ability to institute and conduct all phases of office procedures.
- Competent with most office equipment including computers, scanners, fax, copiers, and printers.

**REFERENCES AVAILABLE UPON  
REQUEST**