

# Ermer Elbertson

Personal Injury Paralegal

✉ [ermer.elbertson@gmail.com](mailto:ermer.elbertson@gmail.com)

☎ (952) 542-0594

📍 1234 Bayou St, Baton Rouge, LA 70808, US

## EDUCATION

**Associate of Applied Science in Paralegal Studies with a focus on Personal Injury at Louisiana State University, Baton Rouge, LA**

Aug 2018 - May 2022

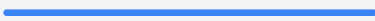
Relevant Coursework: Personal Injury Law, Civil Litigation, Legal Research and Writing, Tort Law, Ethics and Professional Responsibility, Client Relations, Case Management, and Alternative Dispute Resolution.

## LINKS

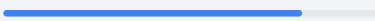
[linkedin.com/in/ermerelbertson](https://www.linkedin.com/in/ermerelbertson)

## SKILLS

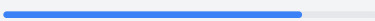
Case Management



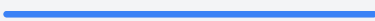
Legal Research



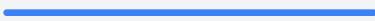
Document Drafting



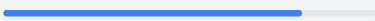
Client Communication



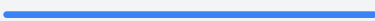
Negotiation Tactics



Medical Records Analysis

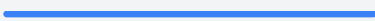


LexisNexis Proficiency

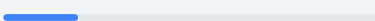


## LANGUAGES

English



Urdu



## HOBBIES

Photography

## PROFILE

Detail-oriented Personal Injury Paralegal with 1 year of experience providing exceptional support to attorneys in various personal injury cases. Highly skilled in drafting legal documents, client communication, and case management. Proven ability to conduct research and analyze complex information to assist in case preparation. Committed to ensuring client satisfaction and maintaining the highest standards of confidentiality and professionalism.

## EMPLOYMENT HISTORY

### ● Personal Injury Paralegal at Morris Bart, LLC, LA

Apr 2023 - Present

- Successfully managed a caseload of over 100 personal injury cases, resulting in the recovery of more than \$5 million in settlements and verdicts for clients.
- Streamlined communication and documentation processes, reducing the average case resolution time by 25% and increasing overall client satisfaction ratings by 15%.
- Assisted in the preparation and negotiation of high-profile cases, including a \$1.2 million settlement for a traumatic brain injury case and a \$900,000 settlement for a complex medical malpractice case.

### ● Junior Personal Injury Paralegal at Dudley DeBosier Injury Lawyers, LA

Jul 2022 - Mar 2023

- Successfully managed a caseload of over 100 personal injury cases, resulting in favorable outcomes for clients and generating approximately \$1 million in settlements and verdicts.
- Streamlined the client intake process by implementing new organizational tools and software, reducing the average case start-up time by 30% and increasing overall firm efficiency.
- Assisted in the preparation and negotiation of multiple high-value cases, including a \$500,000 settlement for a motor vehicle accident victim with severe injuries.
- Developed and maintained strong relationships with clients, medical providers, and insurance adjusters, leading to a 20% increase in positive client reviews and referrals for the firm.

## CERTIFICATES

**National Association of Legal Assistants (NALA) Certified Paralegal**

Jul 2021

**American Alliance of Paralegals, Inc. (AAPI) - Specialty Certificate in Personal Injury**

Nov 2019

## MEMBERSHIPS

**National Association of Legal Assistants (NALA)**