

# Joylynn Medeles

## Corporate Paralegal

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### Profile

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#### Details

[joylynn.medeles@gmail.com](mailto:joylynn.medeles@gmail.com)

(898) 916-5537

Applewood Drive, Wichita, KS 67213

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I am a corporate paralegal with over 5 years of experience in the legal field. I have worked on a variety of cases, ranging from mergers and acquisitions to contract disputes. I am well-versed in both state and federal law, and have an excellent understanding of the legal process. I am highly organized and detail-oriented, which allows me to handle complex projects with ease. In addition, I possess strong research and writing skills that enable me to effectively support attorneys throughout the litigation process.

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### Employment History

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#### Corporate Paralegal at Garmin International, Inc., KS

May 2022 - Present

- Drafted and negotiated 50+ contracts, saving the company an average of 5% per contract.
- Researched and wrote 50+ legal memos on various topics, saving the company an average of \$5,000 per memo in outside counsel fees.
- Managed and organized 100+ discovery projects, including document collection, review, and production.
- Coordinated and managed 10 deposition projects from start to finish.
- Reviewed 1,000+ documents for privilege and drafted privilege logs for 30 depositions.

#### Paralegal at Koch Industries, Inc., KS

Sep 2017 - Apr 2022

- Negotiated a \$10,000 settlement in a personal injury case.
  - Assisted in the preparation of over 200 wills.
  - Helped draft and file 50 patent applications.
  - Conducted extensive research on 100+ legal cases.
  - Managed and organized all documents for a major class action lawsuit.
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### Education

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#### Associate's Degree in Paralegal Studies at Washburn University, Topeka, KS

Aug 2012 - May 2017

I have learned how to research and write legal documents, as well as how to communicate effectively with clients and other legal professionals.

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### Links

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