

# AMMA DORCH

Personal Injury Paralegal

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(439) 520-6541

W 49th St, Hialeah, FL 33012



## PROFILE

I have over 5 years of experience as a Personal Injury Paralegal. I have extensive knowledge of the personal injury process, from start to finish. I am extremely organized and detail-oriented, with a strong ability to communicate with clients and keep them updated on their case status. I am knowledgeable in all areas of personal injury law, including but not limited to: car accidents, slip & fall accidents, medical malpractice, and wrongful death cases. In addition to my paralegal work, I also have experience working as an insurance adjuster which gives me unique insight into how insurance companies operate during personal injury claims.

## LINKS

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

## SKILLS

Legal research

Writing legal documents

Client communication

Organizational skills

Time management

Multitasking

Prioritizing

## LANGUAGES

English

Russian

## EMPLOYMENT HISTORY

### ● Personal Injury Paralegal at The Law Office of John Moran, P.A., FL

May 2022 - Present

- Successfully managed and organized caseload of 50+ open files from start to finish.
- Effectively communicated with clients, insurance adjusters, and opposing counsel throughout the duration of each case.
- Successfully negotiated settlements in 70% of cases without the need for litigation.
- Drafted and filed legal documents such as complaints, motions, discovery requests/responses, etc.
- Conducted thorough research on various legal issues pertaining to personal injury law.

### ● Paralegal at The Injury Firm, FL

Jul 2017 - Apr 2022

- Successfully managed a caseload of 150+ active litigation files from start to finish.
- Drafted and edited various legal documents such as motions, appeals, contracts, and discovery requests with a high degree of accuracy.
- Scheduled and coordinated meetings, appointments, and travel arrangements for attorneys.
- Conducted extensive research using online databases such as LexisNexis and Westlaw.
- Maintained positive relationships with clients, opposing counsel, and court personnel.

## EDUCATION

### Associate's Degree in Paralegal Studies at Saint Leo University

Sep 2013 - May 2017

Some skills I've learned are writing legal documents, research, time management, and organization.

## CERTIFICATES

### Certified Personal Injury Paralegal (CPIP)

Jun 2021

### Certified Litigation Paralegal (CLP)

Mar 2020

## MEMBERSHIPS

American Association for Justice

National Association of Legal Assistants