Janelle Vargas

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My Key Qualifications

- **1 year of insurance defense litigation support** at Hall Booth Smith, P.C., across personal injury, premises liability, and general liability matters.
- **180+ e-filings** in state and federal court through PACER/CM-ECF and Georgia court portals, with only 2 clerk rejections.
- Organized medical records, billing files, and claim materials in **NetDocuments and Relativity**, cutting average retrieval time from about 15 minutes to under 6 across 75 indexed case files.
- Tracked discovery deadlines, depositions, and trial-prep milestones for **48 active matters** in Clio and Outlook, with 0 missed internal escalations over 6 months.
- Drafts and proofreads routine **pleadings, discovery requests, subpoenas, and notices** from attorney templates under senior supervision.
- Summarized intake forms and incident documentation into **24 record summaries** with a 2-day turnaround for a records-review project.
- **Georgia Notary Public** commission and a B.A. in Political Science from Georgia State University (2025).

Experience

Junior Paralegal — **Hall Booth Smith, P.C.**, Southeastern law firm with a large insurance defense and civil litigation practice

May 2025 – Present · 1 yr 6 mos

- Prepared and filed pleadings, motions, notices, and discovery documents across state and federal matters, completing more than 180 e-filings with only 2 clerk rejections using PACER/CM-ECF and Georgia court portals.
- Indexed 75 case files of medical records, billing files, and claim materials in NetDocuments and Relativity, standardizing folder structures and naming conventions and cutting average record retrieval time from about 15 minutes to under 6 minutes.
- Tracked discovery deadlines, deposition dates, and trial preparation milestones for a high-volume caseload, keeping 48 active matters current with 0 missed internal deadline escalations over a 6-month period via calendars and follow-up reminders in Clio and Outlook.
- Drafted and proofread routine pleadings, discovery requests, subpoenas, notices, and correspondence from attorney templates.
- Maintained case files and coordinated service, scheduling, and communications with clients and outside parties.

Education

- **Georgia State University** — Bachelor of Arts in Political Science · 2021 – 2025 · Relevant coursework: Civil Litigation Legal Research and Writing Evidence Business Law

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Projects

- **Federal Filing Workflow Capstone**
  Mapped a mock civil litigation filing process for a campus legal clinic, covering pleading preparation, exhibit control, service steps, and deadline tracking for federal court practice. Cut filing-preparation time by 28% in the clinic simulation.
  Tech: PACER, Microsoft Word, Adobe Acrobat, Outlook
- **Records Review for Community Nonprofit**
  Reviewed and summarized intake forms, incident documentation, and correspondence for a local nonprofit serving tenants in administrative hearings. Delivered 24 record summaries with a 2-day average turnaround.
  Tech: Microsoft Excel, Adobe Acrobat, Microsoft Word

Skills

- **Legal Software & E-Filing:** PACER/CM-ECF, Clio, Relativity, NetDocuments, Adobe Acrobat, Microsoft Word, Microsoft Excel, Outlook
- **Litigation Support Knowledge:** Civil Litigation Support, Discovery and Records Summarization, Georgia Court Filing Procedures

Certifications

- **Notary Public** – State of Georgia (2026)