Trevor Hollis

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My Key Qualifications

- **5 years of paralegal and legal support experience** in healthcare and corporate legal, from Waller Lansden through current in-house role at Acadia Healthcare.
- In-house at a multi-state behavioral healthcare company, handling **contract administration, subpoena response, legal holds, and entity records**.
- Daily hands-on with **Legal Tracker, SharePoint, Diligent Entities, Relativity, and DocuSign**, the exact systems this role runs on.
- Coordinated **22 legal holds and 18,000+ documents** for outside counsel on employment and patient-record litigation.
- Cut subpoena acknowledgment time **from 3 business days to 1** across 140 requests by building a SharePoint intake tracker and response templates.
- Maintains corporate governance records: brought **31 entity records current** in Diligent Entities and SharePoint ahead of annual filing deadlines.
- Reconciled outside counsel invoices in Legal Tracker, flagging **$64,000 in billing entries** for attorney review in one fiscal year.

Experience

Paralegal — **Acadia Healthcare**, behavioral healthcare services company operating treatment facilities across the US

Apr 2023 – Present · 3 yrs 7 mos

- Centralized subpoena and records-request intake for legal and operations teams, cutting average acknowledgment time from 3 business days to 1 across 140 requests in 2025 by building a SharePoint tracker, standard response templates, and routing steps for facility and legal stakeholders.
- Managed first-level collection and review for employment and patient-record litigation matters: coordinated 22 legal holds and gathered more than 18,000 documents for outside counsel, issuing hold notices, following up with custodians, and organizing productions in Relativity.
- Cut average turnaround for NDAs and low-risk vendor amendments from 9 days to 5 by standardizing intake details, attorney review packets, and signature package checklists in DocuSign.
- Reconciled outside counsel invoices and matter data across active disputes, flagging $64,000 in billing entries for attorney review before approval in one fiscal year using Legal Tracker.
- Brought 31 entity records to current status before annual reporting deadlines by auditing governance files in Diligent Entities and SharePoint and coordinating missing information with internal stakeholders.

Legal Assistant — **Waller Lansden Dortch & Davis, LLP**, Nashville law firm serving healthcare, corporate, and litigation clients

Oct 2021 – Mar 2023 · 1 yr 5 mos

- Supported subpoena responses and business-record productions for healthcare and employment matters, completing 95 response packages with zero missed production deadlines by tracking due dates, gathering records from client contacts, and assembling attorney review sets.
- Prepared signature packets and draft NDA documentation for attorney review, processing more than 120 routine agreement packages in 12 months using Word and Adobe Acrobat for formatting, version control, and final execution files.
- Built Excel trackers for contract and matter status reporting, improving weekly status visibility across 60 active matters and cutting manual update time by 4 hours per week through standardized matter fields and attorney-facing summaries.
- Coordinated records collection with clients, custodians, and outside parties, and prepared draft correspondence and document compilations for attorney review.

Education

- **Middle Tennessee State University** — Bachelor of Science in Political Science · 2017 – 2021

Skills

- **Legal Systems & Tools:** Legal Tracker, SharePoint, Diligent Entities, Relativity, DocuSign
- **Legal Operations:** Contract Administration, Subpoena Response, Legal Holds, Corporate Records Management, HIPAA-Related Documentation
- **Software:** Microsoft Word, Microsoft Excel, PowerPoint, Adobe Acrobat

Certifications

- **Certified Paralegal** – NALA (2024)