**Tamla Stubbs**Los Angeles, CA 90011/LOMITA, CA 90717
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(818) 824-1240
Bilingual: English/Spanish

### **PROFESSIONAL SUMMARY**

Paralegal/Case Manager with six years of experience in Plaintiff Personal Injury Law. Motivated, flexible, and organized, with unparalleled multitasking and time management skills, adept at managing heavy caseloads from initial client intake through all phases of discovery, drafting, pretrial, and trial preparation.

Case Manager with over 15 years of experience, driven and resourceful, with a strong ability to juggle multiple priorities and meet tight deadlines without compromising quality. Possesses excellent communication skills and a proactive approach to problem-solving, working well both independently and as a team player.

### **SKILLS**

* Proficient in Microsoft Office (Word, Excel, Outlook, Access, PowerPoint), Adobe, E-File, A1-Law, Clio, One Legal, DocuSign, CIOX, Dropbox, Google Docs, ChartSwap, Health Port, Abacus Law
* Additional software: A1-law, CASEpeer, Evidence Maxx, Red Folder, FCA, Webex, Slack

### **EXPERIENCE**

**Case Manager***The Law Office of Eric Hershler*Santa Monica, CA
09/2023 – Present

* Managed all aspects of personal injury cases, including opening new claims with insurances and liaising with adjusters
* Conducted new intakes, screened calls, and opened new client files
* Coordinated vehicle inspections, scheduled vehicle drop-offs, handled client calls, scheduled appointments, and maintained client files
* Requested medical records and billing, itemizing and tracking costs

**Case Manager***Lipeles Law Group, APC*El Segundo, CA
04/2019 – 09/2023

* Oversaw personal injury claims, including opening new claims and reporting to CMS
* Scheduled vehicle inspections, managed client communication, and organized treatment payments
* Managed client intake, document sign-ups, and utilized Spanish for mediation support
* Performed administrative tasks like answering calls, handling mail, and preparing discovery responses

**Paralegal / Case Manager***Law Offices of Barry K*Beverly Hills, CA
01/2018 – 01/2019

* Opened client files, interviewed clients, prepared statements, and coordinated with insurance adjusters
* Managed court calendar, filed documents, drafted pleadings, and maintained trial notebooks

**Paralegal***Paramount Management and Law*Glendale, CA
03/2014 – 01/2018

* Handled client files, drafted pleadings, managed discovery, and prepared chronologies of medical records
* Scheduled medical exams and depositions and coordinated interpreters

**Assistant to CEO***Integrated Healthcare Recovery and Associates*Huntington Beach, CA
06/2013 – 03/2014

* Managed scheduling, medical liens, settlements, and trial preparation
* Oversaw document filing, discovery, and trial exhibits organization

**Paralegal***GLC, Inc. & Chami Law*Encino, CA
04/2008 – 06/2013

* Scheduled court hearings, drafted pleadings, organized demand packets, and managed medical record reviews

### **OFFICE SKILLS**

* Spreadsheets / Summary Reports
* Scheduling / Calendaring, Data Entry, Indexing
* Mail Processing, Faxing, Copying, Scanning
* File Prep / Trial Preparation

### **EDUCATION & PROFESSIONAL DEVELOPMENT**

**UEI, Van Nuys, CA**01/1996 – 09/1996
Relevant Courses:

* Microsoft Office for Professionals
* Keyboarding and Document Formatting
* Communication Skills
* Professional Office Procedure

Professional Development:

* Business Office Administration
* Microsoft Office Specialist (MOS)