

## **SHANTELL E. GUTRICK**

2459 Battery Hill Circle  
Woodbridge, Virginia 22191

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### **QUALIFICATION HIGHLIGHTS**

- Highly qualified and efficient professional paralegal with more than 14 years experience.
- Significant experience in intellectual property, general litigation and employment law.

### **MILITARY EXPERIENCE**

- U.S. Army May 1994 – May 1998 Honorable Discharge
- U.S. Army Reserves May 1998 – May 2002 Honorable Discharge

### **WORK HISTORY**

#### **Arnold & Porter, Kaye Scholer, LLP, Sr. Legal Assistant (Paralegal) April, 2015 – Present**

- Report directly to attorneys with broad-ranged responsibilities that encompass the timely and complex preparation of cases from inception through appeal
- Pre-trial and civil and criminal trial experience in District Court, Federal Circuit, and United States Patent and Trade Office
- Assist with trial preparation: manage trial exhibits, prepare trial notebooks, maintain expert binders, communicate with experts and fact witnesses and attend daily proceedings
- Draft pleadings and discovery related documents including declarations in support of dispositive motions, privilege logs, deposition notices and subpoenas
- Maintain, organize, review and index large discovery productions
- Conduct legal and factual cite checking in preparation of filing of motions, memoranda and briefing
- Assist in discovery and source code document reviews
- Conduct legal research, draft complaints, motions, and discovery request, prepare and execute court filings
- Organize and maintain case filing system, maintain docket
- Coordinate multifaceted office functions encompassing court calendar management, retainment of court reports, and scheduling of conference rooms for deposition proceedings
- Assist with the preparation and filing of appeal briefs
- Assist with the preparation and filing of *inter partes* review petitions
- Liaison between attorneys, clients, law firms, government agencies and outside vendors
- Train new legal resource and project assistants with e-filing, legal assignments and managing cases.

**Akin Gump Strauss Hauer & Feld, LLP, Intellectual Property Specialist (Paralegal)**  
**October, 2005 – April, 2015**

- Report directly to attorneys with broad-ranged responsibilities that encompass the timely and complex preparation of cases from inception through appeal
- Pre-trial and trial experience in District Court, Federal Circuit, United States Patent and Trade Office and Intellectual Trade Commission
- Assist with trial preparation: manage trial exhibits, prepare trial notebooks, maintain expert binders, communicate with experts and fact witnesses and attend daily proceedings
- Draft pleadings and discovery related documents including declarations in support of dispositive motions, privilege logs, deposition notices and subpoenas
- Maintain, organize, review and index large discovery productions
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- Liaison between attorneys, clients, law firms, government agencies and outside vendors

**Jackson Lewis LLP, Litigation Legal Secretary, May 2004 to October 2005**

- Supported senior partners, of counsel, and associate attorneys in the practice of Labor and Employment Law
- Assisted Attorneys with filing Motion for Summary Judgments: retrieved cited transcript pages from deposition and copy, compile exhibits and attach to Motion, prepare a cover letter to clerk of court, file with the appropriate court

**Prince William County Executive Office, Administrative Specialist II, August 2002 to May 2004**

- Assistant to the Clerk to the Prince William Board of County Supervisors
- Prepare memoranda for Board appointments
- Prepared and edited Resolutions and Ordinances for individual Supervisor

## **Krupin O'Brien, LLC, Legal Secretary, July 2001 – June 2002**

- Supported managing partner, senior associate and associate attorneys in the practice of Labor and Employment Law
- Assist attorneys in preparing correspondence, memoranda, and collective bargaining agreements
- Maintain attorney's calendar and schedule (paper and electronic)

**United States Army, Administrative Specialist (Department/Division Secretary), May 1994 to May 1998**

- Arranged travel itineraries, conferences and briefings for personnel
- Assisted 61 military personnel with coordinating and department/division operating practices
- Direct communication with high ranking military officials

## EDUCATION:

Present Strayer University – *Woodbridge, Virginia*  
Bachelor of Arts in Criminal Justice, ABA Approved  
(Anticipated Graduation: June 2020)

Complete George Mason University – *Fairfax, Virginia*  
Legal Assistant/Paralegal Certificate Program, ABA Approved

Complete Gibbs Washington Business School – *Fairfax, Virginia*  
Legal Secretary Diploma (Graduated June 2001)

Complete Certified Crisis Counseling Training - New York, New York  
Crisis Counselor for Crisis Text Line (Volunteer Service)

Computer Skills: Microsoft Word, LEXIS, Westlaw, Excel, Relativity, Ipro, Recommend, UBIC, Carpe Diem Enterprise, DTE Time Entry System, Chrome Expense System, Intapp Time Entry System

*References are available upon request*