

EDUCATION

Universidad Juárez del
Estado de Durango
Law degree
2014 -2018

ISU Universidad
Corporate law degree
2021-2022

IDIOMAS

- Spanish (NATIVE)
- English (C1)
- French (A1)

PROFESSIONAL EXPERIENCE

Virtual Personal Injury Litigation Case Manager

Rodríguez Law Firm August 2026 - Actual job

- Assist with litigation case management and ongoing case coordination.
- Prepare and organize disbursement packages for settled cases.
- Request and follow up on medical records and billing documentation from healthcare providers.
- Communicate with medical providers and lienholders regarding medical lien reductions and settlement-related matters.
- Maintain professional and consistent client communication, providing case updates and coordinating requested documentation.
- Assist attorneys with the preparation and organization of demand packages and supporting documentation.
- Coordinate case-related documentation and follow-up with attorneys, clients, medical providers, and other parties involved in litigation matters.
- Used Litify case management software to maintain and update case files.

Virtual Pre-litigation Paralegal/Case Manager

Proner & Proner August 2025 - August 2026

- Managed personal injury cases during the pre-litigation stage from intake through settlement preparation.
- Conducted client intakes and maintained communication with clients regarding treatment status and case progress.
- Requested and followed up on medical records and billing statements from medical providers.
- Coordinated payment requests and assisted with issuing checks for medical providers and case-related expenses.
- Prepared and organized demand packages, including supporting medical documentation and case summaries.
- Communicated with insurance adjusters regarding claim status, documentation, and settlement discussions.
- Assisted the attorney during settlement negotiations by providing case documentation and updates.
- Identified, tracked, and assisted in resolving medical liens and outstanding balances.
- Monitored clients' medical treatment progress and ensured proper documentation throughout the case.
- Managed case communications via email, phone, and fax.
- Used Neos case management software to maintain and update case files.

Virtual Personal Injury Pre-litigation and Litigation Paralegal

Kenyon Law Group July 2023 - August 2025

- Assist attorneys in all stages of personal injury litigation, from case intake to trial preparation.
- Draft and file pleadings, motions, discovery requests, and other legal documents in state and federal courts.
- Manage case files, including organizing medical records, accident reports, and client correspondence.
- Conduct legal research to support attorneys in case strategy and motion practice.
- Communicate with clients, medical providers, and insurance companies to gather evidence and facilitate case progress.
- Coordinate depositions, hearings, and trial schedules, ensuring timely court filings and compliance with deadlines.
- Prepare settlement demands and assist in negotiations with insurance adjusters and opposing counsel. Maintain confidentiality and uphold ethical standards in handling sensitive client information.
- Utilized Clio case management software, phone systems and fax platforms for daily operations.

Virtual Legal Assistant

Quill and Arrow LLP January 2023 - July 2023

- Produce summaries of Lemmon Law cases for attorneys.
- Support the attorney in performing a variety of tasks to support attorneys, including maintaining and organizing files, conducting legal research, and drafting documents.
- Other related tasks. Management of platforms such as Slack and Clio.

Jr. Corporate Attorney

RL Legal Consultants August 2022 – January 2023

- Minutes of the general, ordinary and extraordinary assemblies, minutes of board of directors sessions, and granting or revocation of powers for companies.
- Preparation of corporate books.
- Immigration procedures: job visas, exchange procedures, family unit visas, notifications to the National Institute of Migration.
- US work visa processing.
- Procedures in government instances for the proper functioning companies in Mexico.
- Analysis and application of laws related to commerce in local and international application.
- Support in preparing commercial claims.
- Preparation of fixed and indefinite term contract.
- Drafting and review of civil contracts.
- Due Dillgence for companies.

Legal Assistant

Secretary of Economic Development of the State of Durango October 2021 – July 2022

- Preparation of initiatives for the creation and modification of legal norms, as well as proposals for improvement regulatory.
- Issue regulatory improvement opinions requested by federal, state and municipal agencies. Follow up until their publication of the initiatives of new regulations or modifications.
- Provide advice on regulatory improvement to state and municipal officials.
- Dictate the regulatory impact analyzes presented by state and municipal agencies.
- Correctly apply the resources allocated to the programs entrusted to it, in accordance with the corresponding manuals and other applicable provisions, always seeking the greatest efficiency, effectiveness and quality of performance.
- Coordinate the activities of your area with the other areas, for the fulfillment of the objectives of the Secretary.

Legal Assistant

Secretary of Economic Development of the State of Durango July 2019 – October 2021

- Drafted and reviewed purchase and sale agreements, lease agreements, service contracts, settlement agreements, and other legal documents as directed by the Project Coordinator.
- Supported litigation and administrative proceedings by assisting with court filings in federal and state courts involving civil, labor, and administrative matters.
- Prepared and submitted filings before local and federal government agencies in compliance with applicable regulations.
- Coordinated and processed legal documents before notary public offices, ensuring proper execution and formalization.
- Conducted due diligence review of real estate documentation, including property titles, recorded deeds, and powers of attorney, to ensure contract enforceability.
- Collaborated with supervising attorney to analyze legal matters, develop action plans, and assist in resolving issues within assigned scope of responsibility.