# Evelyn Marchetti

**Litigation Paralegal Manager | Senior Litigation Paralegal | Paralegal**

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## PROFESSIONAL SUMMARY

Senior litigation paralegal and e-discovery lead with fifteen years in complex commercial and product liability litigation. Runs discovery logistics for large matters, supervises paralegals and review teams, and handles trial support from exhibit lists to courtroom presentation.

## PROFESSIONAL EXPERIENCE

### Litigation Paralegal Manager

*Apr 2019 — Present*

*Lakefront Hargrove Kim LLP · Chicago, IL*

- Supervise eight litigation paralegals, assigning matters, reviewing work product and running monthly training on new court rules and tools.
- Coordinate e-discovery for multi-district product liability matters, managing collections, processing vendors and review teams across several million documents.
- Built a standard litigation hold and custodian tracking process used firm-wide, giving attorneys one place to confirm each hold was acknowledged.
- Lead trial support for major cases, managing exhibit databases and running presentation software in the courtroom.

### Senior Litigation Paralegal

*Mar 2014 — Mar 2019*

*Wacker Street Partners LLP · Chicago, IL*

- Managed discovery and expert materials for commercial contract disputes, keeping productions and privilege logs on schedule.
- Prepared deposition kits and summaries for over 60 depositions across two large matters, coordinating court reporters and videographers.
- Trained new paralegals on federal e-filing, local rules and the firm's document management system.

### Paralegal

*Jun 2011 — Feb 2014*

*Prairie State Insurance Defense Group · Naperville, IL*

- Supported insurance defense attorneys with medical record requests, chronologies and discovery responses on personal injury files.
- Kept the firm's docket current for a team of four attorneys, entering every court date and deadline from incoming orders.

## EDUCATION

**BA, English** — Lake Michigan University *2010*

**Paralegal Certificate (ABA-approved)** — Windy City College *2011*

## SKILLS

**Technical:** Complex litigation, E-discovery management, Relativity and Everlaw, Litigation holds, Vendor management, Trial presentation software, Federal court e-filing, Team supervision, Deposition logistics, Privilege review workflows, Budget tracking, Training and process design

**Certifications:** Advanced Certified Paralegal (ACP), NALA · Relativity Certified Administrator