Carlos Villanueva

Senior Litigation Paralegal | Litigation Paralegal

carlos.villanueva@email.example • (512) 555-0114

PROFESSIONAL SUMMARY

Litigation paralegal with six years supporting commercial and employment cases in Texas state and federal courts. Drafts discovery, manages document productions in Relativity, files through eFileTexas and CM/ECF, and prepares trial exhibits and witness binders. NALA Certified Paralegal and bilingual in English and Spanish.

PROFESSIONAL EXPERIENCE

Senior Litigation Paralegal *Feb 2023 — Present*

Brennan Ochoa & Whitley LLP · Austin, TX

- Support three partners on about 40 active commercial and employment matters in Texas state and federal courts, managing deadlines and filings for each.
- Draft initial disclosures, requests for production and interrogatory responses, and prepare privilege logs for attorney review.
- Manage Relativity workspaces for document review and productions, coordinating vendors and keeping Bates ranges consistent across rolling productions.
- Prepared exhibit lists, witness binders and courtroom technology for two jury trials and an arbitration, staying on site for daily trial support.

Litigation Paralegal *Jun 2020 — Jan 2023*

Guadalupe Street Law Group · San Antonio, TX

- Handled filings through eFileTexas and CM/ECF for a busy plaintiff employment practice, checking local rules and formatting before each submission.
- Summarized depositions and organized medical and payroll records into chronologies used by attorneys during settlement negotiations.
- Communicated with Spanish-speaking clients about document requests and hearing dates, and translated client documents for attorney review.

EDUCATION

BA, Political Science — Hill Country State University *2019*

Paralegal Certificate (ABA-approved) — Alamo Ridge College *2020*

SKILLS

Technical: Commercial litigation, Employment litigation, Discovery drafting, Relativity, Document productions and Bates numbering, eFileTexas, PACER and CM/ECF, Deposition preparation, Trial exhibits, Westlaw, iManage, Spanish (fluent), Docketing

Certifications: Certified Paralegal (CP), NALA